

Highbury College

Choosing the right course
to achieve it!

A guide to full time courses 2003/4



Leaving school and deciding what to do next is one of the most difficult choices you will have to make. That's why at Highbury we aim to support you every step of the way.

Many of our students have different reasons for coming to Highbury. It could be they want to go to university, get a job, improve their existing skills or to join a more advanced course. Whatever your goal, we can help you achieve it.



Why choose the landmark of modern learning?

...we have an excellent reputation

Highbury has a reputation for excellence and this can be shown through our students' achievements, the quality of teaching and our strong ties with industry. Students have a unique opportunity to learn in realistic work environments and many gain valuable experience from our excellent links with employers.

Highbury is a:

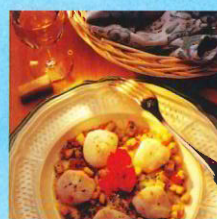
- Microsoft Authorised Academic Training Partner
- CISCO Regional Academy
- Crown Centre of Excellence
- UniBond Centre of Excellence

...we have fantastic facilities

Highbury aims to provide students with superb facilities during their time at the College. The main campus has recently undergone a £8 million facelift to support its role

as a leading provider of Further and Higher Education. Included within the developments are a brand new £1.8 million Learning Centre, onsite accommodation, state-of-the-art computer suites and a superb industry standard media facility. In addition there are modern:

- Television and Radio Studios
- Motor Vehicle Workshops
- Hair and Beauty Salons
- Restaurants and Kitchens
- Travel Centre
- Fully Equipped Construction Workshops
- Sports Centre
- Centre of Excellence in Engineering
- Video Conferencing Facilities
- Job Shop
- Book Shop
- Nurseries



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Why choose the landmark of modern learning?

...we offer great support

Our support services are second to none, offering impartial support and advice on any number of issues. We have dedicated staff who offer support in counselling, financial guidance, careers advice, travel, accommodation and study skills.

One-to-one support

You will be given first-rate tutorial support to help you succeed. This will include meeting your tutor regularly on a one-to-one basis to help you with any aspect of college life.

Help with learning

Our Learning Development team based in the Learning Centre offers a service to assist you. Initial screening and assessment will identify your individual needs. From this assessment we will determine our best way to support you.

Award winning careers advice

Our award winning Careers Team is available to give you advice on any number of issues, including which course would suit you best, helping you generate career ideas, or even assisting you to fill in university or job application forms.

Financial guidance

We have a Learning Support Fund (grant) which is open to most students to contribute to the costs of studying. These costs may include travel, stationery, childcare and equipment. We can also provide help and advice regarding all aspects of financial support,

including grant entitlement, loans and benefits. To arrange an appointment contact 023 9231 3224.

First class nurseries

At Highbury we have an excellent provision of first class childcare, situated at Highbury's main campus in Cosham, the Compass Centre and Unicorn Centre in Portsmouth. For further information contact the Nursery Manager on 023 9231 3230.

Additional support needs

The College welcomes the Discrimination and Disability Act (as amended by the Special Education Needs and Disability Act 2001). We will make all reasonable adjustments to all aspects of the College to avoid substantial disadvantage to any disabled student or other disabled people.

The College wishes to ensure that it complies with the requirements of the DDA. If you are a disabled person, please ensure that we know what you need so that we can make all reasonable adjustments to help you succeed. Please contact the Learning Support & Enrichment Department to arrange an appointment on 023 9231 3377 or 023 9231 3236.

...we have first class social opportunities

The award winning Students' Union is there to give you first class support during your time at Highbury College. The Union provides excellent training and

development opportunities backed by outside agencies; social opportunities that includes overseas travel; a huge opportunity to enjoy yourself as a break from your studies by getting involved with the Union and those it works with. You will also have the chance to pick up an identity/discount card that will save you money on things like clothes, music, cinema etc. Check all this out by logging on to www.highbury-union.co.uk.

Enrichment Programme

Attending Highbury College isn't just about studying. It's about developing new interests, meeting people and having fun. That's why in addition to any full time course you can choose from a range of additional activities. It will also give you the chance to show potential employers and Universities/Colleges that you have a wide range of interests and an enquiring mind. Listed below are just a few of the subjects you can choose from:

- Computer games
- Film club
- College Radio
- College Newspaper
- Community Sports Leader Award
- Various sports
- Beauty therapy
- Travel
- Cookery
- Car modifications

Tips on finding the right course for you

1. Visit the College

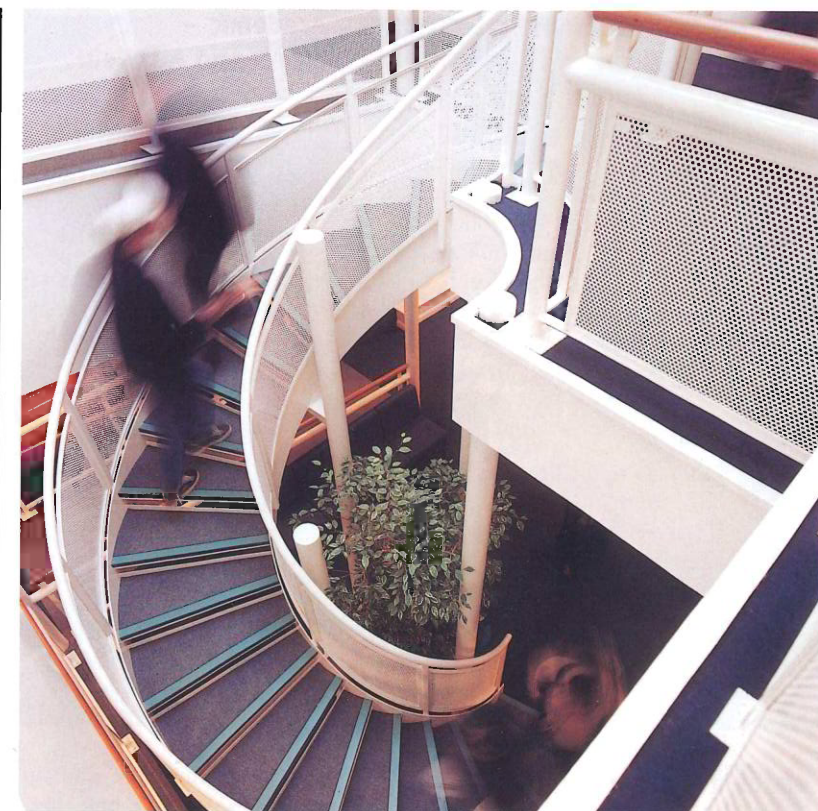
Highbury offers many taster days to local schools every year so that students can get a better picture of college life and the courses on offer. This gives you the opportunity to see our fantastic facilities, to meet our friendly staff and to find out what course suits you best.

If you want to "shadow" a Highbury student for a day, you'll get to go with them to their lessons, so you can experience a typical day from a student's point of view and find out about the types of work involved.

If you can't attend a taster day or a "shadow", then why not visit us at a time that suits you? Some prospective students like to bring their parents so that they too can get a clearer idea of what Highbury has to offer. If you would like to visit the College call Schools Liaison on 023 9231 3331.

The College organises regular open evenings throughout the year, giving you the opportunity to come and have a look around. Details are always sent to all of the local schools, and will appear in the local newspaper and in radio advertisements. Dates for the next three open evenings can be found on page 46.

The College has dedicated staff to give you independent careers advice. If you are not sure which course to choose or what to do next, our trained staff are available to give you support in order to help you get on track for success. Call us now on 023 9231 3224.



2. Consider what you enjoy

College is totally different to school, but over the past five years you will have found out what your favourite subjects are. Thinking about this and also the activities you enjoy out of school will help to give you a good idea of what you might want to do in the future.

3. Find out as much as you can

Once you have selected the course(s) you believe will suit you, find out as much information as you can. Ask our friendly staff for a course leaflet and even ask to speak to one of the lecturers on the course.

4. Apply

Fill in the application form at the centre of this prospectus and return it to us. If you are still not sure, don't worry, just ask for help.

5. Course interview

Once we have received your completed application form, you will receive, within 10 working days, an acknowledgement letter and a date for your course interview. The interview is an opportunity for you to meet our staff, look at our facilities, learn about the course that you have applied for and help you decide whether Highbury is right for you. It will also help us to see whether the course is right for you.

Advice & Guidance Day

If Highbury is where you have decided that you want to study, we invite you at the end of August when you have received your result slip to an Advice & Guidance day to discuss your final course selection. If you have changed your mind about the course you want to study or haven't received the grades you had hoped for, don't worry, it may still mean you can study your choice of course at a slightly lower level.



Guide to full time courses and qualification requirements

The qualifications to help you succeed

If you are not sure which way to turn and don't know which qualification is best for you, read our guide below, which explains the difference between each one. Alternatively, you can book an appointment with one of our careers advisors who are here to help you discover what is best for you. The advice is totally independent and does not tie you into coming to Highbury.

Courses and qualifications can be divided into three broad categories. Highbury, with its huge range of programmes, gives you the option to mix and match these courses, either in the same or different subjects. Depending on the level, all three types of course can lead to entry onto a degree course, a further course of study or employment.

Academic – eg AS and A Levels

Ideal on their own if you have a good selection of GCSEs at high grades and you:

- Want to gain qualifications which are nationally recognised
- Are certain you want to take a degree course
- Prefer theoretical/academic studies
- Prefer assessment by examinations
- May have less idea of the type of work you eventually want to do and don't yet want to gain experience of a particular area of work

Vocational – eg Vocational A Levels, GNVQs and BTEC National Diplomas

Ideal for all types of students, especially if you:

- Want to gain qualifications which are nationally recognised
- Want flexibility of either progressing to a degree course or directly into employment
- Are interested in learning about, and gaining experience of, a particular area of work
- Prefer learning both theoretical and practical skills
- Prefer assessment by course work rather than mainly by examinations
- Have some idea of the type of work you eventually want to do

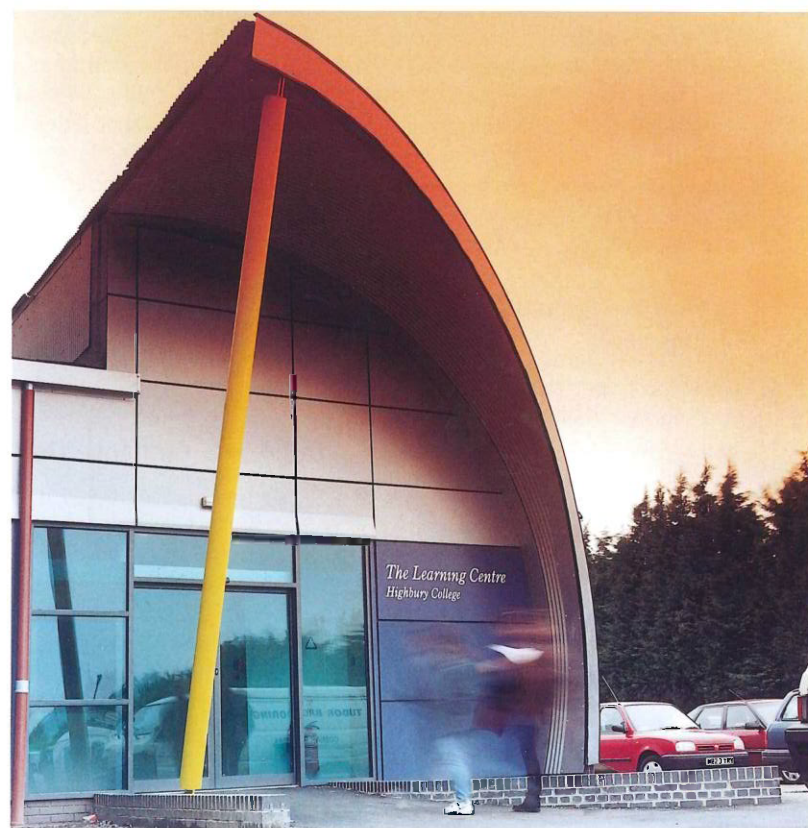
Occupational – eg NVQs

Ideal for all types of students, especially if you:

- Want to gain qualifications which are nationally recognised
- Prefer practical work
- Want to learn a particular skill or trade
- Have a good idea of the industry you want to enter into
- Prefer assessment by creating or making things rather than written coursework

AS and A Levels

A Levels are a recognised route onto a degree or other type of Higher Education course and are now offered in a wide range of subjects, some of which you will be familiar with from school, such as French and English. Others, such as Psychology and Social Policy, will probably be new to you. A Levels are usually taken over two years and can be studied on a modular basis which means that you are assessed as you go along, rather than in one exam at the end of the course.



An AS Levels is equivalent to half an A Level and is normally studied in half the time ie. one year. At Highbury, both A and AS Levels are offered, alongside your main course, to give you further options when you go onto university or into work.

Vocational A Levels

Vocational A Levels are the qualifications that replace what was formally known as an Advanced GNVQ. They can be studied over one or two years and cover all the main career areas such as Business, IT, Health & Social Care and Travel & Tourism.

Entry requirements would normally be 4 GCSEs at grade A-C or an Intermediate GNVQ. Upon completion, a Vocational A Level is equivalent to one or two A Levels depending on how long you study and how many units you pass.

Vocational A Levels are recognised by universities around the country as qualifications that can gain you entry onto degree courses. They are particularly suited to students who

prefer a mix of theory and practical skills and a greater emphasis on coursework rather than exams. Of course, on completion, you may wish to choose to go straight into the career of your choice, since you will already have gained the knowledge and experience which many employers want.

BTEC National Certificates, Diplomas and Awards

These are specialist vocational courses in areas such as Construction, Media and Public Services, which can be studied over one or two years. They are similar to Vocational A Levels, but tend to be slightly more practical. Entry requirement is normally 4 GCSEs at grade A-C, a first Diploma or an Intermediate GNVQ. BTEC Nationals are recognised by universities and are the favoured choice of many employers.

Foundation and Intermediate GNVQs

GNVQs come in two levels, Foundation and Intermediate. They are normally studied over one year and are available in all the main career areas, mixing theory and practical skills. The entry requirement for Intermediate programmes is normally four GCSEs at grade D-E and for Foundation, GCSEs at grade E-F. On completion, you may progress to a further course of study or enter into your chosen career.

NVQs

NVQs are designed for people who prefer practical training with a view to gaining a particular skill which they want to take forward into the world of work. NVQs cover almost all areas of industry today and examples include Beauty Therapy, Construction and Catering. They are offered at various levels from beginners to advanced and can be studied full time at college or whilst in work.

Highbury is also able to arrange work-based training through Modern Apprenticeships.

Mix and match your options

If you fancy studying a variety of different areas, you can! At Highbury, you get more choice. Not only can you pick from a wide range of Vocational A Levels and AS Levels, but our flexible time tabling allows you to supplement any one of our selection of National Diplomas or Vocational A Level programmes with an AS Level. So you are able to study a wide range of academic and vocational courses before you decide on a more specialised career or university pathway.

Opposite is a chart showing:

- What each qualification is equal to
- What qualifications you need in order to study at each level, and
- What you can do once you gain the qualification

Most qualifications will take you two years to achieve, although those at Level 1 or 2 normally take only one year.

What are Key Skills?

Key Skills qualifications allow you to develop your Communication, Application of Number and IT Skills. Key Skills cover the skills employers consider vital in their employees and those needed for Higher Education courses.

Highbury gives you the opportunity to study for these important qualifications, to help you with your future aims. Key Skills can be studied at different levels, depending upon your abilities. The assessment is based on coursework and externally set tests or assignments. You will receive external certification for your achievements.

Higher Level Courses

Access Courses

Our Access courses are specifically designed for students aged 21 or over, who do not currently possess the qualifications for entry to University or onto Higher Education courses. We run courses for various numbers of hours per week up to a maximum of 15 to suit your needs,

and courses start in September and February of each year. We offer a huge range of individual subjects. Please call us now on 023 9231 3373 for further information or refer to the Access courses in the Adult Education Section.

Higher National Diplomas (HNDs)

Normally, a HND is a full time two year programme. Entry can be from A Levels, a GNVQ Advanced, a Vocational A Level, a BTEC National Diploma or often via special entry for students with some previous experience in industry. HNDs usually include a work placement which is highly valued by employers and, upon completion, they can often be topped up to a university degree with an additional one or two years of study. Please phone us now for further information or a copy of our Higher Education Prospectus on 023 9231 3373

Degrees

Leading to professional careers or post-graduate study, degrees can be studied on a full time or part time basis. They usually require previous education to at least A Level standard or equivalent (for example a Vocational A Level or National Diploma). Please phone us now for further information or a copy of our Higher Education Prospectus on 023 9231 3373.

Professional Courses

If you want to enhance your job prospects or gain qualifications for skills you already have, you can choose from a range of professional courses. Phone us now and ask for our Higher Education Prospectus on 023 9231 3373.

Further Opportunities @ Highbury College

Highbury also offers a wide range of additional options that you can study alongside your main programme. Many of these will be listed within the course details, such as the Air Cabin Crew course, but there are also opportunities for you to study GCSEs or AS/A Level programmes.

GCSEs

You can study GCSE English or Mathematics in addition to your main programmes, if you haven't already achieved these qualifications at grade C or above. The majority of employers and universities now require students to have both of these GCSEs at grades A-C, so it is advisable to consider this as an extra option. For further information, please call 023 9231 3373.

AS and A Levels

If you are studying a National Award, Certificate or Diploma, or a Vocational A Level, you may want to supplement these with AS Levels. AS Levels are studied over one year and can be topped up to an A Level in the second year of your main course. This will help to give you further opportunities when you leave college, whether you intend to gain employment or go onto university

AS Levels currently offered include:

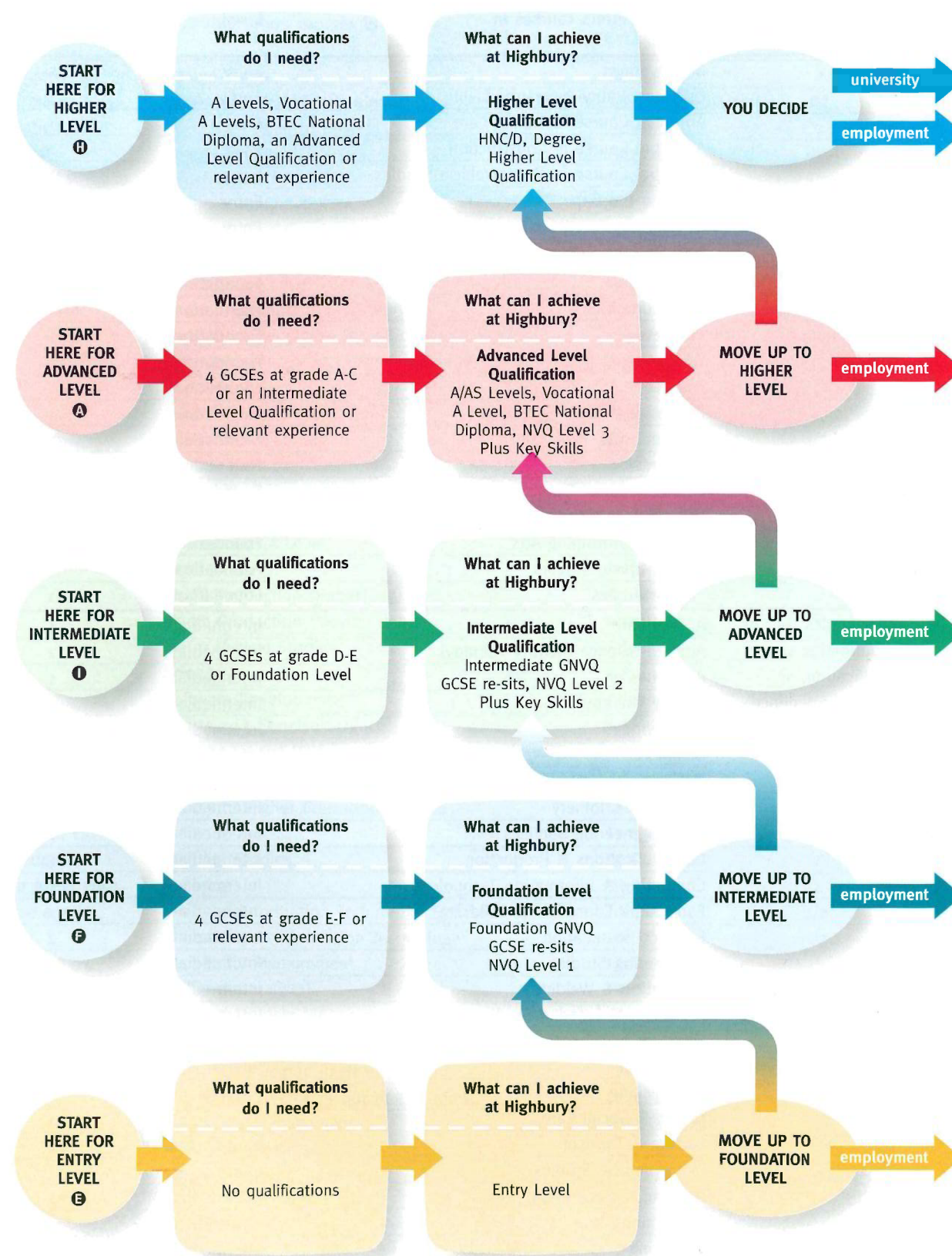
- Accounting
- Art and Design
- Business Studies
- Chemistry
- Computing
- Electronics
- English Language and Literature
- Food Technology
- French
- Health Studies
- History of Art
- Human Biology
- Interior Design
- Law
- Mathematics
- Media Studies
- Psychology
- Sociology

A Levels currently offered:

- Mathematics
- Computing
- Business
- Media

Choose the level you want to start at based on the qualifications you already have.

How to achieve it @ Highbury



Please note that this is only a guide and that entry level requirements may differ depending on the course you are interested in.

E = Entry F = Foundation I = Intermediate A = Advanced H = Higher

Qualifications at a glance

Current Qualifications/ Experience	Highbury offers courses in	Level	Length Years	Page No.
None	New Avenues	Entry	2	41
	OCN Hospitality & Healthy Living	Entry	1	29
	An Initial Course in Animal Care	Entry	1	12
	An Initial Course in Construction	Entry	1	19
	An Initial Course in Motor Vehicle Studies	Entry	6 wks	36
	Bridging the Gap	Entry	1	41
	Life Skills	Entry	2	41
4 GCSE grades E-F, or an Entry Level Qualification, or for those over 19	New Options & Stepping Stones	Entry	1/3	41
	Art & Design	Foundation	1	13
	AAT Foundation	Foundation	6 mths	15
	Business	Foundation	1	15
	Computing & Information Technology	Foundation	1	17
	Engineering Studies	Foundation	1	23
	Professional Catering Services	Foundation	1	29
	Fabrication & Welding	Foundation	1	38
	Hairdressing	Foundation	1	25
	Health & Social Care	Foundation	1	27
	Leisure & Tourism	Foundation	1	31
	Media & Performing Arts	Foundation	1	33
	Motor Vehicle Studies	Foundation	1	36
	Sports Studies	Foundation	1	40
GCSE grades D-E, or a Foundation Level Qualification, or relevant experience for those aged 19	Animal Care	Intermediate	1	12
	Applied Science (Beauty Therapy)	Intermediate	2	25
	Art & Design	Intermediate	1	13
	Beauty Therapy	Intermediate	1	25
	Bricklaying	Intermediate	2	19
	Business	Intermediate	1	15
	Business Administration	Intermediate	1	15
	Carpentry & Joinery	Intermediate	2	20
	Civil Engineering Services	Intermediate	2	20
	Communications & Production	Intermediate	1	33
	Computing & Information Technology	Intermediate	1	17
	Early Years Education & Childcare	Intermediate	1	28
	Electrical Installation	Intermediate	2	20
	Engineering Studies	Intermediate	1	23
	Fabrication & Welding	Intermediate	1	38
	Professional Catering Studies	Intermediate	1	29
	Furniture and Creative Design	Intermediate	1	24
	Gas Services	Intermediate	2	21
	Hairdressing	Intermediate	1/2	26
	Health & Social Care	Intermediate	1	27
	Leisure & Tourism	Intermediate	1	31
	Motor Vehicle Studies	Intermediate	1	36/37
	Painting & Decorating	Intermediate	2	21
	Performing Arts	Intermediate	1	33
	Plastering	Intermediate	2	21
	Plumbing	Intermediate	2	22
	Sports Studies	Intermediate	1	40
	Training for the Uniformed and Emergency Services	Intermediate	1	39

Current Qualifications/ Experience	Highbury offers courses in	Level	Length Years	Page No.
GCSE grades A-C, or an Intermediate qualification, or relevant experience for those aged over 19	Design Crafts	Advanced	2	13
	3D Design (Furniture Design)	Advanced	1/2	24
	3D Design (Interior Design)	Advanced	2	14
	Beauty Therapy	Advanced	1	25
	Construction	Advanced	1/2	22
	Business Administration	Advanced	1	15
	Business Studies	Advanced	1/2	16
	Business A Level	Advanced	2	16
	Computing A Level	Advanced	2	17
	Cruise Operations Supervision	Advanced	1	29
	Early Years Education & Childcare	Advanced	2	28
	Electronics/Mechanical Engineering	Advanced	2	23
	Fine Art	Advanced	2	14
	Food Preparation & Cooking	Advanced	1	29
	Health & Social Care	Advanced	1/2	28
	Holistic Therapies	Advanced	1/2	26
	Hospitality & Catering Studies	Advanced	1/2	30
	Information & Computing Technology Systems Support	Advanced	1/2	18
	Mathematics A Level	Advanced	2	17
	Multi Media	Advanced	2	33
	Media Production (Publishing)	Advanced	2	34
	Media Production (Moving Image)	Advanced	2	34
	Motor Vehicle Studies	Advanced	1	37/38
	Science	Advanced	2	27
1 or 2 A Levels, or an Advanced Level qualification, or relevant experience for those aged over 19	Software Development	Advanced	1/2	18
	Sports and Exercise Science	Advanced	1/2	40
	Training for the Uniformed and Emergency Services	Advanced	1/2	39
	Travel & Tourism	Advanced	1/2	31
	Access to Higher Education courses	Level 3/Pre-Degree	1	43
	Art & Design	Pre-Degree	1	14
	Building Studies	HND	2	22
	Business	HND	2	16
	Business Information Technology Systems	HNC/D	1/2	18
	Computing & Information Technology	HNC/D	1/2	18
Degree, A Levels or relevant experience	Hospitality Management	HND/Degree	2/4	30
	Media (Journalism)	HND	2	34
	Travel & Tourism Management	HND	2	32
	Broadcast Journalism (BJTC) Post Graduate Diploma	Level 4/5	20 wks	34
	Foundation Degree in Health Care	Level 4	2	44
	Foundation Degree in Building Studies	Level 4	2	44
	Hospitality Management	Post Graduate	1	30
	Magazine Journalism (PTC)	Level 4/5	20 wks	35
	Newspaper Journalism (NCTJ)	Level 4/5	20 wks	35

Animal Care



Animal Care E

An Initial Course in Animal Care Vocational Foundation Certificate

- 1 year course.
- Course covers a range of animal skills including handling, grooming, cleaning, feeding and identification of breeds of various small animals.

- Students must be able to show that they have a genuine interest in animals.
- Additional support will be available with basic skills if needed.
- Students may progress onto the NVQ Level 2 in Animal Care, similar animal caring courses, or go into employment.



Name: Jenny Wilson
Age: 17
Previous school: Priory
Course studied: Animal Care NVQ 2

I heard about the course whilst on a taster visit to Highbury and liked the atmosphere of the College. I really enjoyed the course because it was very hands on and for two days of the week you are out on work placement. My placement was at Pratt Nunn & Partners in Southsea, I had a lot of hands on experience with the animals, I learnt to give injections and monitor anaesthetics and how to deal with clients, I have now been taken on full time and want to take an Animal Nursing course at Sparsholt College so that I can become a qualified Veterinary Nurse.



Animal Care I

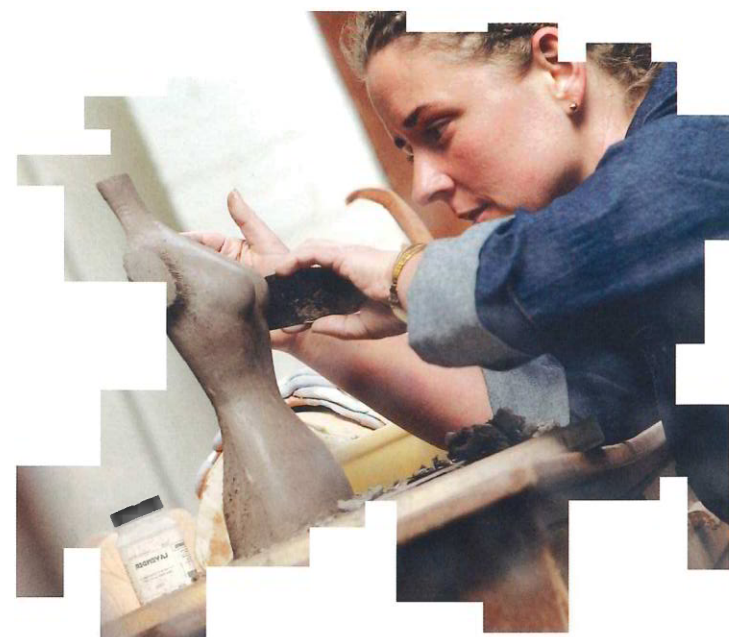
NVQ Level 2

- 1 year course.
- 50% of course is spent in practical work placements.
- Course covers Animal Health, First Aid and Basic Animal Nursing, Breeding, Exercise Programmes for many different Animals and Circumstances, Health and Safety of Handler and Animals, Customer and Business Related Skills and Key Skills.
- Applicants require 4 GCSE grades D-E.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress onto an advanced level qualification, a BTEC National Award/Certificate/Diploma or equivalent or go into employment.



E = Entry F = Foundation I = Intermediate A = Advanced H = Higher

Art and Design



Art and Design F

GNVQ Foundation

- 1 year course.
- Course covers Drawing and Painting, 2D and 3D Studies, Sketch Book Work, Development and Finished Pieces, Research through Exploring Materials and Techniques and Communicating through Verbal and Visual Language.
- Applicants require GCSE Art at grade D-E. A keen interest in art and design must be shown especially in drawing and painting.
- Students can progress to an Intermediate GNVQ programme.

Art and Design I

GNVQ Intermediate

- 1 year course.
- Course introduces students to Drawing, Painting, Ceramics, Sculpture, Photography, Video and Key Skills.
- Applicants require 4 GCSE grades D-E, a foundation level qualification or relevant experience.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an advanced level qualification, the National Award, Certificate or Diploma in Design Crafts or 3D Design.

Design Crafts A

BTEC National Diploma

- 2 year course.
- Course covers the essential aspect of Product Design, together with Traditional Craft Skills of Cabinet Making, Ceramics, Jewellery Making, Upholstery, Printmaking, Interior Design, Textiles/Fashion and Key Skills.
- In year 1, the emphasis is on developing Design and Drawing Skills alongside an introduction to Basic Craft Skills.
- The skills are further developed in year 2, chosen by the student, concentrating on two crafts.
- There is also an opportunity to study AS Levels.
- Applicants require 4 GCSE grades A-C, an intermediate level qualification or relevant experience.
- Students can progress to study for higher level qualifications, a Degree or go into employment.

E = Entry F = Foundation I = Intermediate A = Advanced H = Higher

Art and Design continued

3D Interior/Spacial Design **A** BTEC National Diploma

- 2 year course.
- Students will study all aspects of 3D Design with specific focus on Interior Design and Construction.
- Presentation skills will be developed through Expressive and Technical 2D Visualisation, including Hand-Drawn and Computer Aided Design (CAD), as well as Key Skills.
- In the second year students will have the opportunity to progress skills acquired in year 1 and to specialise in a specific area of Interior Design: Lighting, Furniture, Thematic Design or Theatre/Set Design.
- There will also be the opportunity to study AS Levels.
- Applicants require 4 GCSE grades A-C, an intermediate level qualification or relevant experience.
- Students can progress to a higher level qualification, a Degree or employment.

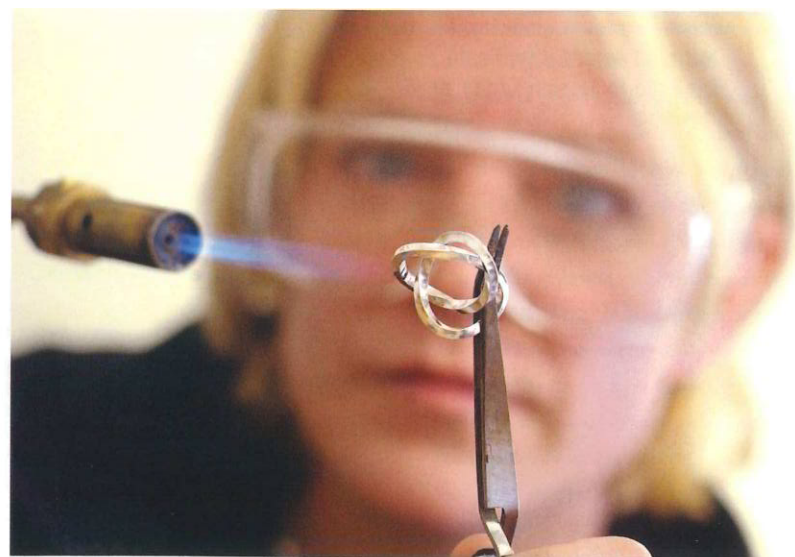
Art and Design **H** ABC Art & Design Diploma in Foundation Studies

- 1 year course.
- Students will study all aspects of Art and Design utilising the specialist workshops and industrial equipment and expertise the department has to offer.
- This course covers taking the student through the Art and Design process. Students will be able to gradually specialise and then decide on a particular area. It will enable the student to develop an appropriate portfolio of work and gain a nationally recognised qualification.
- The course is divided into 3 stages:
Exploratory Stage – Information and Research, Media Experimentation, Recording and Responding.
Pathway Stage – Information and Interpretation, Combined Experimental Studies, Media Development, Preparation and Progression.
Confirmatory Stage – Integrating Theory and Practices, Personal Confirmatory Study, plus a final major project.

- 18 year old applicants require 3 GCSE grades A-C, together with a relevant A Level subject or BTEC National Award, Certificate or Diploma or relevant experience. Mature students can be considered on artistic merit.
- Successful students can progress to a higher level qualification, a Degree or employment.

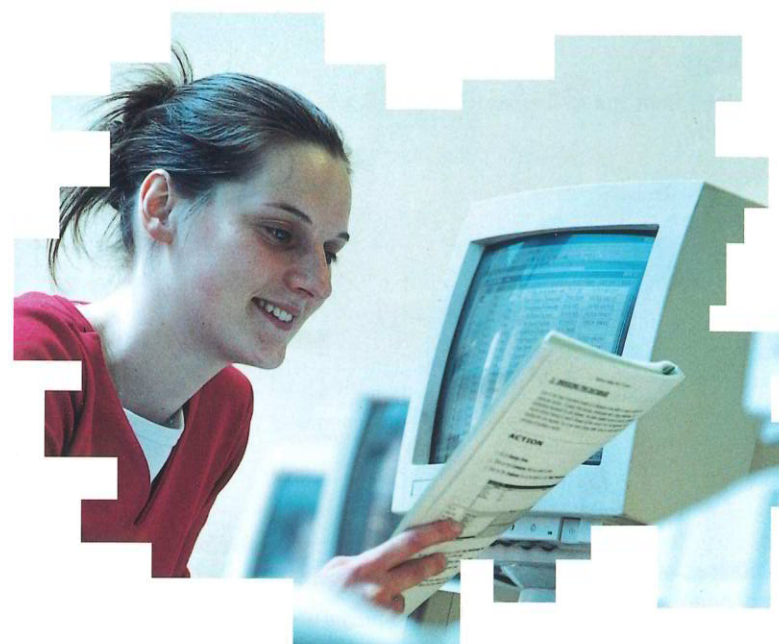
Fine Art (Art & Design) **A** BTEC National Diploma

- 2 year course.
- Students will develop skills in areas of Fine Art, Drawing, Painting, Sculpture and Historical and Contextual Study.
- Specialist areas of study in the second year can include: Computers in Art, Professional Studio Practice, Printmaking and Multi-Disciplinary and Generating Fine Art Principles.
- There will be an opportunity to take AS Levels.
- Applicants require 4 GCSE grades A-C, an intermediate level qualification or relevant experience.
- Successful students can progress to a higher level qualification, a Degree or employment.



Career Options: • Personal Assistant • Administrator • Finance • Working for yourself
• Customer Care • Personnel • Marketing • Management • E-Commerce

Business



Business **F** AAT Foundation

- 6 month course.
- Course covers IT, Health & Safety, Personal Effectiveness, Purchasing, Sales Ledger, Initial Trial Balance and Basic Costing.
- There is also an opportunity to study towards CLAIT and ECDL.
- No qualifications required.
- Students can progress to the AAT Intermediate stage.

Business **F** GNVQ Foundation

- 1 year course.
- Course covers Business, Finance, People Skills, Health & Safety and Team Working.
- Applicants require no formal qualifications.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to higher qualifications or go into employment.

Business **I** GNVQ Intermediate

- 1 year course.
- Course covers Introduction to Business, Business Development, Finance, plus optional units in a variety of business related subjects.
- Applicants require 2 GCSE grades A-D, or a foundation level qualification or relevant experience.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to higher qualifications or go into employment.

Business Administration **I** NVQ Level 2

- 1 year course.
- Course covers Word Processing, IT, Office Technology, Secretarial Duties, Integrated Office Practice, Business and Communications.
- Applicants require 2 GCSE grades A-D, a foundation level qualification or relevant experience.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to higher qualifications or go into employment.

Business Administration **A** NVQ Level 3

- 1 year course.
- Course covers Word Processing, IT, Office Technology, Administrative Duties, Integrated Office Practice, Business and Communications.
- Applicants require 4 GCSE grades A-C, an intermediate level qualification or relevant experience.
- Students can progress to higher qualifications or go into employment.

Business continued

Business Studies **A**

A Level

- 2 year course.
- Course covers Marketing, Accounting & Finance, People and Operations Management, External Influences and Objectives and Strategy.
- Applicants require 4 GCSE grades C or above.

Business Studies **A**

Vocational A Level

- 1 year single award, 2 year full award.
- Course covers Business Environment, Marketing, Human Resources, Business, Finance & Sales, and Key Skills.
- There is also an opportunity to study AS Levels in Accounting, Law, Business Studies and other subjects.
- Applicants require 4 GCSE grades A-C, an intermediate level qualification or relevant experience.
- Students can progress to higher qualifications, a Degree or go into employment.

Business **A**

(BTEC HND)

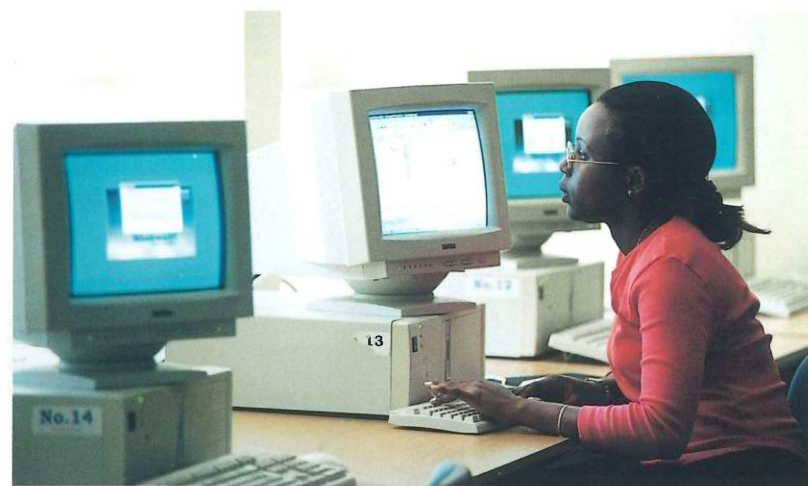
(Franchised from the University of Portsmouth)

- 2 year course.
- Course covers Business, Economics, Finance, Personnel & Management Concepts.
- Applicants require either a pass at Vocational A Level and 3 GCSE grades C or above, or Merit at Vocational A Level or 1 A Level or National Diploma or other equivalent qualification.
- There is the possibility of progression to 'Top-up' Degrees in related business areas, dependent on grades on the HND Programme.
- All applications must be made via the UCAS system.



Name: Jenna Burdge
Age: 17
Previous School: Mayfield
Currently studying: Business Administration NVQ3

I attended a taster visit whilst in Year 10 at Mayfield and was impressed with the College and its facilities so enrolled on a Business Administration course as I've always wanted to become a Personal Assistant. The course covers all types of office skills and from November until June I was on work placement in a local building company completing various office tasks, which I enjoyed immensely.



Career Options: • Computer Programmer • Database Manager • Systems Analyst
• Website Designer • Graphic Designer • Network Administrator

Computing



Highbury College is an IT Academy with Microsoft and CISCO Systems. Students may also study part of the Microsoft Certified Systems Engineering programming and the CISCO Certified Networking Associate courses offered by the College. Courses are also currently offered to our full time students that are certified by Hewlett Packard (PC Support) and Sun Microsystems (Java Programming)



Microsoft
**Authorized Academic
Training Provider**

Computing & Information Technology **E**

BTEC/Edexcel GNVQ

- 1 year course.
- Course covers Presenting Information, Handling Information, Hardware and Software, Graphics and Key Skills.
- There is also the option to study GCSE Mathematics and/or English.
- Applicants require 4 GCSE grades E-F or an entry level qualification.
- Students can progress to an intermediate level qualification or go into employment.

Computing & Information Technology **I**

BTEC/Edexcel GNVQ

- 1 year course.
- Course covers Presenting Information, Handling Information, Hardware and Software, Networks and Communication, Information Resources, Programming and Key Skills.
- There is also the option to study GCSE Mathematics and/or English.
- Applicants require 2 GCSE grades A-D, a foundation level qualification or relevant experience.
- Students can progress to an advanced level qualification or go into employment.

Computing **A**

A Level

- 2 year course.
- Course covers Computer Systems, Programming and Networking Concepts, Principles of Hardware, Software & Applications, Practical Systems Development, Processing and Programming Techniques and Advanced Systems Development.
- Applicants require 4 GCSE grades C or above including English Language and Mathematics, plus ICT GCSE is desirable.
- Students can progress to a higher level qualification or go into employment in networking and ICT Support.

Mathematics **A**

A Level

- 2 year course.
- Course covers Pure Mathematics, Decision Mathematics and Statistics.
- Applicants require GCSE grade C or above in Mathematics.

Computing continued

ICT Systems Support ^A BTEC National Diploma

- 1 year for BTEC/Edexcel National Certificate 2 Years for BTEC National Diploma.
- Course covers Computer Systems, Computer Hardware, Network Design and Administration, Data Communications and Networking, PC Specification and Maintenance and a Networking Project.
- There is also the option to study GCSE Mathematics and/or English.
- Applicants require 4 GCSE grades A-D, a foundation level qualification or relevant experience.
- Students can progress to a higher level qualification or go into employment in networking and ICT Support.

Software Development ^A BTEC/Edexcel National Diploma

- 1 Year for BTEC National Certificate 2 Years for BTEC National Diploma.
- Course covers Computer Systems and Hardware, Programming Concepts, Introduction to Software Development, Visual Programming, Website Management and Software Development Project.
- There is also the option to study GCSE Mathematics and/or English.
- Applicants require 4 GCSE grades A-D, a foundation level qualification or relevant experience.
- Students can progress to a higher level qualification or go into employment in programming and website programming.

Business Information Technology Systems ^H BTEC HNC/D

- 1 or 2 year course.
- Course specialises in Computer Platforms and Networking, Computer Solutions, Systems Analysis, Software Constructs, Data Analysis and DBMS, End User Support, Website Management and a Project.
- Applicants require an advanced level qualification, 1 A Level, a BTEC National Certificate/Diploma or other qualification at a similar level.
- Students can progress to employment or top-up their qualification to Degree Level.

Computing & Information Technology ^H BTEC HNC/D

- 1 or 2 year course.
- Course specialises in Computer Platforms and Networking, Computer Solutions, Systems Analysis, Software Constructs, Data Analysis and DBMS, Introduction to Programming, Website Management and a Project.
- Applicants require an advanced level qualification, 1 A Level, a BTEC National Certificate/Diploma or other qualification at a similar level.
- Students can progress to employment or top-up their qualification to Degree Level at Highbury.



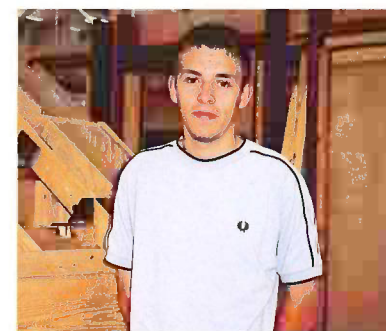
Name: Graham Kendall
Age: 19
Previous School: Bridgemary Community School
Currently studying: HND Computing

Highbury has great facilities for computing courses, the actual course content is good and covers a multitude of subjects and goes into quite some depth. The College itself is very relaxed and open and you receive excellent advice and assistance from the lecturers. I would like to become a PC engineer setting up PC's and troubleshooting within a large organisation but not until I've completed my BSc in Computing at Highbury in association with the University of Sunderland.



Career Options: • Architect • Building or Quantity Surveyor • Civil or Structural Engineer • Construction or Project Manager • Facilities Manager • Bricklayer • Carpenter/Joiner • Decorator • Plumber • Gas Service Engineer • Plasterer • Electrician • Groundworker

Construction and Built Environment



Name: Darren Morrison
Age: 17
Previous School: Park Community
Currently studying: Carpentry & Joinery

The course is very practical and hands on which I enjoy, even the theory work is acceptable. It's different from school because I'm actually doing something that I want to do. Everyone here is friendly and I really enjoy being part of a large college. I would like to work as a carpenter on a large building site specialising in timber roofs when I finish the course.

Bricklaying ^I Intermediate Construction Award

- 2 year course.
- Course covers Training & Assessment in Basic Bricklaying Skills, Health & Safety Requirements, Maintaining Work Relationships, Efficiency in the Workplace, Installation of Brick & Blockwork Walling & Walling Details, Fabric Components, Ground Services, Erecting & Dismantling of Access Platforms, the Setting Out of Buildings and Key Skills.
- Applicants require 4 GCSE grades D-E, an entry/foundation level qualification, relevant experience, or successful entry assessment.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an advanced level qualification, a BTEC National Award/Certificate/Diploma or equivalent, or go into employment and progress onto an NVQ in the workplace.

An Initial Course in Construction ^E City & Guilds Skillpower

- 1 year course.
- The course operates in a realistic working environment enabling students to participate in all the construction trade areas, including Painting & Decorating, Plastering, Bricklaying, Groundwork, Carpentry & Joinery and Plumbing.
- Applicants require no formal qualifications.
- Students can progress to study either a foundation level qualification or any other construction area trade within the Construction Award Framework.*

*Dependant on level of achievement.

Construction and Built Environment continued

Civil Engineering Services **1** Intermediate Construction Award

- 2 year course.
- Course covers training and assessment in Construction Operations, Health & Safety Requirements, Efficiency in the Workplace, Handling Store & Secure Resources, Operating Plant & Equipment, Installing Structural Components, Streetworks, Abrasive Wheel, Erecting & Dismantling Access Equipment and Key Skills.
- Applicants require 4 GCSE grades D-E, an entry/foundation level qualification, relevant experience or successful entry assessment.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an advanced level qualification, a BTEC National Award/Certificate/Diploma or equivalent, or go into employment and progress onto an NVQ in the workplace.

Carpentry & Joinery **1** Intermediate Construction Award

- 2 year course.
- Course covers Health & Safety Requirements, Maintaining Work Relationships, Efficiency in the Workplace, Preparing Surface Finishes, Installing Finishing Components, Component Assembly (Woodcutting Machines), Installation of Structural Timber Components, Erection & Dismantling of Access Platforms and Key Skills.
- Applicants require 4 GCSE grades D-E, an entry/foundation level qualification, relevant experience or successful entry assessment.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to a BTEC National Award/Certificate/Diploma or equivalent, or go into employment and progress onto an NVQ in the workplace.



Electrical Installation **1/A** City & Guilds 236 Part 1 leading to an NVQ 2/3 once in employment

- 2 year course (including work placement).
- Course covers Electricity in the Environment & The Community, Health & Safety, Installation Arrangements, Materials commonly used in Electrical Installation Work, Tools, Equipment & Working Processes, Measurement & Marking Out, Installation Procedures & Techniques, Testing & Inspection of Installations, Related Science, Calculations & Communications and Key Skills.
- Applicants require 4 GCSE grades D-E, an entry/foundation level qualification, relevant experience or successful entry assessment.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an advanced level qualification, a BTEC National Award/Certificate/Diploma or equivalent, or go into employment.

Gas Services **1** NVQ Level 2

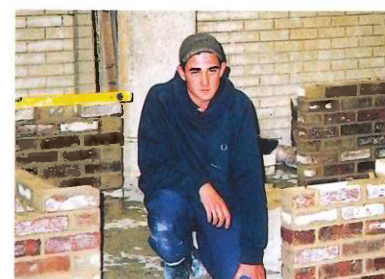
- 2 year course.
- Course covers Legislation, Safety, Mild Steel, Copper & Plastic Pipework, Combustion, Fluing, Ventilation, Appliance Construction & Operation including Associated Electrical Controls, Central Heating, Operation, Maintenance, Fault Diagnosis & Rectification, Design and Key Skills.
- Applicants require 4 GCSE grades D-E, an entry/foundation level qualification, relevant experience or successful entry assessment.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an advanced level qualification, a BTEC National Award/Certificate/Diploma or equivalent, or go into employment and progress onto an NVQ in the workplace.

Painting & Decorating **1** Intermediate Construction Award

- 2 year course.
- Course covers Painting & Decorating Skills, Health & Safety Requirements, Maintaining Working Relationships, Efficiency in the Workplace, Erection & Dismantling of Access Equipment, Application by Brush & Roller, Standard Wall Coverings & Basic Decorative Specialist Finishes, Basic Decorative Spraying and Key Skills.
- Applicants require 4 GCSE grades D-E, an entry/foundation level qualification, relevant experience or successful entry assessment.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an advanced level qualification, a BTEC National Award/Certificate/Diploma or equivalent, or go into employment and progress onto an NVQ in the workplace.

Plastering **1** Intermediate Construction Award

- 2 year course.
- Course covers Plastering Skills, Health & Safety Requirements, Maintaining Working Relationships, Efficiency in the Workplace, Erection & Dismantling of Access Equipment, Installation of Sheet Materials, Internal Solid Work, Screeding, Moulding, Casting, Repair & Restoration, Application by Brush & Roller, Standard Wall Coverings & Basic Decorative Specialist Finishes, Basic Decorative Spraying and Key Skills.
- Applicants require 4 GCSE grades D-E, an entry/foundation level qualification, relevant experience or successful entry assessment.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an advanced level qualification, a BTEC National Award/Certificate/Diploma or equivalent, or go into employment and progress onto an NVQ in the workplace.



Name: David Wren
Age: 17
Previous School: King Richard
Currently studying: ICA Brickwork

I chose Highbury because it has a good reputation for construction courses. The work is mostly practical which I am enjoying, it's so different from school, the lecturers treat you like adults not kids. When I finish the course I would like to join a large construction firm as a bricklayer and one day hope to start my own business.

E = Entry **F** = Foundation **1** = Intermediate **A** = Advanced **H** = Higher



Construction and Built Environment continued

Plumbing ①

City & Guilds 6098/NVQ Level 2

- 2 year course.
- Course covers Cold Water, Hot Water, Heating, Un-Vented Hot Water, Oil & Solid Fuel, Above Ground Drainage, Below Ground Drainage, Sheet Weathering and Key Skills.
- Applicants require 4 GCSE grades D-E, an entry/foundation level qualification, relevant experience or successful entry assessment.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an advanced level qualification, a BTEC National/Certificate/Diploma or equivalent, or go into employment.

Construction ①

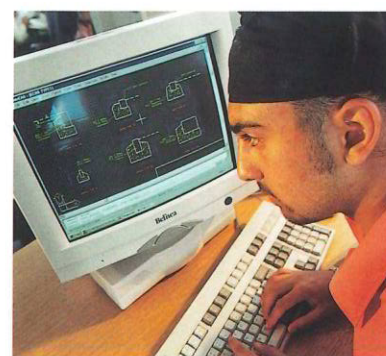
BTEC National Award/Certificate/Diploma

- 1 or 2 year course.
- Course covers Land & Building Surveying, Construction Science, Architectural & Structural Detailing, Quantity Surveying, Materials Construction Science, Construction Maths, CAD and Key Skills.
- Applicants require a minimum of 4 GCSE grades A-C, an intermediate level qualification or relevant experience.
- There is also an opportunity to study AS Levels.
- Students can progress to a full time HND, a part time HNC, a Degree or into employment.

Building Studies ①

BTEC HND

- 2 year course, run in conjunction with the University of Portsmouth.
- Course covers Building Construction, Building Services, Building Law, Economics, Design Technology, Environmental Systems, Contracts Administration, Surveying, Management, CAD, Language, Measurement, Tendering & Estimating, Structural Mechanics, Materials and Site Studies.
- Applicants are required to have studied a minimum of 2 A Levels and passed at least 1; have a GCSE at grade C or above in Maths and Science; or hold a Vocational A Level/BTEC National Diploma or Certificate, Advanced Craft or relevant experience.
- Students can progress to study a full or part time Degree in a construction related discipline or progress towards membership of a professional institute.

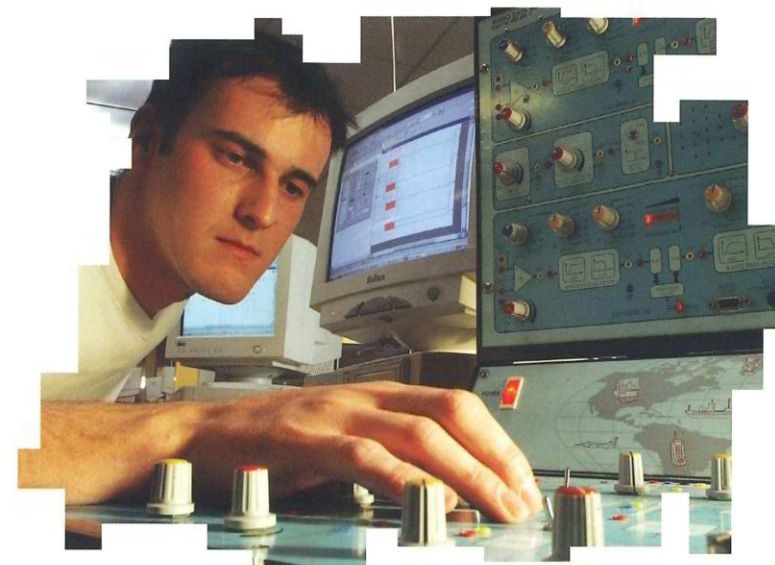


Name: Appkar Matharu
Age: 18
Previous School: Purbrook Park
Studied: BTEC National Diploma in Construction

I decided to study at Highbury College because it has the best reputation in the area for Construction Management courses. The lecturers made both the theory and the practical enjoyable with their teaching methods and the learning environment was so different from school. I am now going to the University of Portsmouth to study a BEng (Hons) Degree in Construction Engineering, then hope to take my MEng Degree in Engineering in order to become a chartered civil engineer.

Career Options: • Designing electronic circuit boards • Electronic/Electrical Engineer
• Design Engineer • Maintenance Engineer • Telecommunications

Engineering



Engineering Studies ①

Performing Engineering Operations

- 1 year course, satisfying the foundation stage of the Modern Apprenticeship.
- Course covers Mathematics, Science, Engineering, the Fundamentals of Engineering, Drawing, IT, plus considerable Practical Engineering Skills, Basic Electronics and CAD.
- Applicants require 4 GCSE grades E-F, an entry level qualification or relevant experience.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to a BTEC First Diploma or go into employment as a Modern Apprentice.

Engineering ①

BTEC First Diploma in Electronics

- 1 year course.
- Course covers Electronics, Microprocessors, Engineering Principles, CAD, Mathematics, IT, plus Practical Engineering Skills.
- Applicants require 4 GCSE grades D-E, a foundation level qualification or relevant experience.

- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an advanced programme, a BTEC National Award/Diploma or go into employment.



Name: Afsheen Mortazaie-Far
Age: 18
Previous School: Portchester Community School
Currently studying: BTEC National Diploma in Electrical/Electronic Engineering

Electronics/Mechanical Engineering ①

BTEC National Award/Diploma

- 2 year course.
- Course covers Mathematics, Engineering Applications of Computers, Industry & Society, Electrical/Electronic options of Data Communications, Electrical Principles, Electronics, Microprocessors & Digital Systems, Fault Finding & Mechanical options of Science, Engineering Drawing, Engineering Materials, Manufacturing Technology, Engineering Design and Key Skills.
- NVQs can also be studied in conjunction with the National Diploma course.
- There is also an opportunity to study AS Levels.
- Applicants require 4 GCSE grades A-C, including Mathematics, Science and English, an intermediate level qualification or relevant experience.
- Students can progress to higher level qualifications, a Degree or go into employment.

I visited all the local colleges in the area to look at facilities, after speaking to lecturers at Highbury I decided the best route for me was this course. The lecturers are all very helpful and enthusiastic. I attended the City and Guilds 2240 course in my first year which I enjoyed because it was 50% practical and 50% theory. I am now in my final year of the National Diploma which has 16 different units to it which makes the course very varied. After completing the course I intend to move onto the HND in Electronic Engineering and then complete my degree at the University of Portsmouth.

① = Entry ② = Foundation ③ = Intermediate ④ = Advanced ⑤ = Higher

Furniture Studies



Furniture and Creative Design ①

Furniture Studies

Cabinet Making Progression Award Level 2

- 1 year course.
- Students work on projects that cover skills in Cabinet Making, Veneering and Polishing.
- All practical work is supported by technology lessons, which include topics such as History of Furniture, Design Construction, Materials, IT and Basic Drawing Skills.
- Applicants require 4 GCSE grades D-E, a foundation level qualification or relevant experience.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to advanced level qualifications or go into employment.

3D Design ①

BTEC National Diploma

- 1 or 2 year course.
- Students will study the essential aspects of 3D Design focusing on the design and construction of furniture, in addition to Key Skills.
- The key drawing skills will be covered both with paper and computer developments.
- Practical craft skills in cabinet making and upholstery are included together with the use of modern materials and sustainable design.
- There is also an opportunity to study AS levels.
- Applicants require 4 GCSE grades A-C, an intermediate level qualification or relevant experience.
- Students can progress to a higher level qualification, a degree or go into employment.



Name: Mark Dean
Age: 17
Previous school: Wildern
Course studied: Cabinet Making Progression Award

I was told that Highbury has the best reputation for woodworking in the south and that the facilities were excellent. The course covered a lot of practical work in which we made several small pieces of furniture together with 3D design, which focuses on the design and construction of furniture. To gain a broader outlook of the furniture and cabinet making industry I am currently studying a part time traditional upholstery course at Highbury and a Furniture Restoration course at Basingstoke College so that one day I can become a furniture or cabinet maker.



You can photocopy this form and send it to more than one College or Modern Apprenticeship Provider. Please bring your Record of Achievement to your personal interview.

Course/programme
applied for

Colleges/Modern
Apprenticeship
Provider I am
interested in

Ideas for higher
education or
career/employment

Surname

Other names

Date of birth

Male ☐

Female ☐

Age on 31/08/2003

National
insurance number

Nationality

Permanent address

Postcode:

Home:

Work:

Contact numbers

Mobile:

email:

You can photocopy this form and send it to more than one College or Modern Apprenticeship Provider.
Please bring your Record of Achievement to your personal interview.

Have you been a resident in this country for the last 3 years? YES ☐ NO ☐

What is the name of
your present/last
school/college?

Date of leaving

Details of secondary
education

School, college, further or higher education

from

to

Schools or colleges you
have attended since
age 11

Qualifications

Subject

Level

Grade or
expected
grade

Date taken/
to be taken

Please list details of
courses you have
completed or will
complete by June 2003.
Please include non-
examination courses

You can photocopy this form and send it to more than one College or Modern Apprenticeship Provider.
Please bring your Record of Achievement to your personal interview.

Work experience
(including Trident)

Employer

Nature of post/work

from

to

Support available to you

The following information will be treated in the strictest confidence

Are you registered
disabled?

YES ☐ NO ☐

Do you have a medical
condition or physical
difficulty of which we
should be aware?

YES ☐ NO ☐

details:

Have you been
diagnosed in respect
of any specific learning
difficulties which may
need support (eg
dyslexia)?

To help us help you,
would you like to tell
us about any areas of
study with which you
might benefit from
additional support (eg
English, Maths)?

You can photocopy this form and send it to more than one College or Modern Apprenticeship Provider.
Please bring your Record of Achievement to your personal interview.

Equal Opportunities

To help us monitor equal opportunities, please tick the category you feel describes your ethnic origin

Asian or Asian British – Bangladeshi (11) ☐	Asian or Asian British – Indian (12) ☐	Asian or Asian British – Pakistani (13) ☐	Asian or Asian British – any other Asian background (14) ☐
Black or Black British – African (15) ☐	Black or Black British – Caribbean (16) ☐	Black or Black British – any other Black background (17) ☐	Chinese (18) ☐
Mixed – White and Asian (19) ☐	Mixed – White and Black African (20) ☐	Mixed – White and Black Caribbean (21) ☐	Mixed – any other Mixed background (22) ☐
White – British (23) ☐	White – Irish (24) ☐	White – any other White background (25) ☐	Any other (98) ☐
Not known/not provided (99) ☐			

Connexions - what happens next?

- **College applications.** Thank you for submitting this application form. Within two weeks you will receive an invitation to come to College for an individual interview with an appropriate member of staff. You will be able to discuss courses, student life at College and non-academic activities. You will also receive information on the Learner Support Fund, travel arrangements and stages leading up to enrolment next September.
- **Modern Apprenticeship Provider.** You will receive an invitation for an individual interview. You will be able to discuss the types of apprenticeship available to you, their content and how they are delivered.
- **Please bring your Record of Achievement with you. You might be expected to talk about it at your interview.**
- *What ideas do you have for your future career/employment?*
- *You might want to copy this form to help you prepare for your interview.*

Student Signature

Date

Parent/Guardian Signature

(If student under 18)

Date

When you have completed this application form please...

EITHER.. 1 return it to your school careers tutor OR..

2 send it to "The Information Centre, Highbury College, Dovercourt Road, Cosham, Portsmouth, Hants PO6 2SA"

Career Options: • Aromatherapist • Holistic Therapist • Cruise Ship • Health Farm • Hair Stylist • Make-Up Artist
• Reflexologist • Manicurist • Beauty Therapist • Senior Beauty Therapist

Hair & Beauty



Beauty Therapy ①

NVQ Level 2

- 1 year course.
- Course covers Make Up, Eyelash Tinting, Waxing, Massage, Nail Care, Skin Care, Relevant Anatomy & Physiology, Salon Services and Key Skills.
- Applicants require 4 GCSE grades D-E, a foundation level qualification or relevant experience.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an advanced level qualification, a BTEC National Diploma or equivalent or go into employment.

Beauty Therapy ④

NVQ Level 3

- 1 year course.
- Course covers Client Assessment, Maintaining Services to Meet Quality Standards, Planning & Monitoring of Resources, Body Massage, Electrical & Mechanical Treatments for Face & Body, Diet & Nutrition, Diathermy & Blend Epilation, Aromatherapy, Nail Extensions, Health, Safety & Client Care, and Key Skills.
- Applicants are required to hold an NVQ Level 2 in Beauty Therapy.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to a higher level qualification or go into employment.



Applied Science (Beauty Therapy) ①

BTEC National Diploma

- 2 year course.
- Course covers Scientific Principles, Human Physiology, Workplace Practices, Basic Skills, Anatomy, Dermatology & Microbiology, Organisational Practice & Procedures, Facial Therapy, Body Massage, Body Therapy and Electrical Epilation, Aromatherapy Massage, Clinic Design, Indian Head Massage, Marketing & Retail Sales, Nail Technology, Sports Massage & Prevention of Sports Injuries.
- Applicants require 4 GCSE grades A-C, an Intermediate GNVQ or an Edexcel First Certificate or Diploma.
- There is also the option to study AS Levels.
- Students can progress to HND in Beauty Therapy or go into employment.

Hairdressing ⑦

NVQ Level 1

- 1 year flexible course.
- Course covers Preparation for Hairdressing Services, Shampoo, Condition & Dry Hair, Health & Safety, Assisting with Reception Duties, Development of Effective Working Relationships, Contribution to Perming and Colouring, and Key Skills.
- Applicants are preferred to have 4 GCSE grades E-F, an entry level qualification or relevant experience.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an NVQ Level 2 qualification or go into employment.

⑤ = Entry ⑦ = Foundation ① = Intermediate ④ = Advanced ⑧ = Higher

Hair & Beauty continued

Hairdressing ①

NVQ Level 2

- 1-2 year course.
- Course covers Client Care Procedures, Shampoo & Conditioning, Shape & Finish, Perming, Colouring, Basic Cutting Techniques, Salon Reception Duties and Key Skills. An optional unit of Setting is also available.
- Applicants are preferred to have 4 GCSE grades E-F, or above, a foundation level qualification or relevant experience.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to a BTEC Advanced Level 3 Certificate.

Holistic Therapies ①

NVQ Level 3

- 1-2 year course.
- Course covers Employment Standards, Health & Safety, Customer Service, Body Massage, Aromatherapy, First Aid, Advanced Massage Techniques, Holistic Facial Massage, Diet & Nutrition and Reflexology.
- Applicants require 4 GCSE grades D-E or above, a foundation level qualification or relevant experience if over 18 years of age.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an advanced level qualification, to higher level qualifications or go into employment.



Name: Nurum Begum
Age: 19
Previous School: City Girls
Currently studying: Beauty Therapy NVQ 3

I came to the College on a taster visit and immediately felt that it would be a friendly place to learn. The lecturers are so enthusiastic about the course and this comes across in their teaching, they make us all feel important. I really enjoy the theory side as well as the practical and the interactive work with clients. When I complete the course I want to go onto a specialist make-up course at the London College of Fashion.



Career Options: • Care Assistant • Nurse • Working with people who have learning difficulties • Social Worker
• Nursery Nurse • Occupational/Speech Therapist • Teacher • Radiographer • Pharmacologist • Paramedic
• Veterinary Nurse • Laboratory Technician • Laboratory Scientist

Health & Social Care



Health & Social Care ③

GNVQ Foundation

- 1 year course.
- Course covers Interpersonal Relationships, Health Education, Practical Caring Skills and Key Skills, Personal Development and Relationships, Health Emergencies, Planning Recreation Activities and Nutrition.
- Applicants require 4 GCSE grades E-F, an entry level qualification or relevant experience.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an intermediate level qualification in Care or Early Years, or go into employment.
- There is also an option to gain a First Aid Certificate and Essential Food Hygiene Certificates.

Science ①

BTEC National Diploma

- 2 year course.
- Course covers all aspects of Life Sciences, including Biology, Human Physiology, Laboratory Techniques, Analytical Chemistry, Biochemistry, Microbiology, Scientific Principles & Applications and Key Skills.
- A six-week work placement will provide experience of working in science laboratories.
- Applicants require a minimum of 4 GCSE grades A-C, an intermediate level qualification or relevant experience.
- Students can progress to Higher Education courses to study HNC, HND or Degree courses, or they will be able to gain employment in science based laboratories.

N.B. Other science related courses may also be found in the sports studies section.



Health & Social Care ①

GNVQ Intermediate

- 1 year course.
- Course covers How Health & Social Care Services Meet Peoples' Needs, Factors Affecting Peoples' Health & Well Being, Child Development, Child Care, Introduction to Human Body Systems and Key Skills.
- Applicants require 4 GCSE grades D-E, a foundation level qualification or relevant experience.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to a higher qualification in Care or Early Years, or go into employment.

Health & Social Care continued

Early Years Education & Childcare **1**

NVQ Level 2

- 1 year course.
- Course covers Maintenance of the Safety & Security of Children, Supporting Children's Physical Development Needs and Maintenance of Attractive Stimulating & Reassuring Environments for Children.
- Work placement forms part of the course.
- Applicants require a minimum of 4 GCSE grades D-E, a foundation level qualification or relevant experience.
- There is also the option to study GCSE Mathematics and/or English.
- As with all programmes involving work with children, applicants will be required to undergo a police check.
- Students can progress to an advanced level qualification, a Diploma in Childcare & Education Level 3 or go into employment.

Diploma in Childcare & Education **A**

CACHE Level 3

- 2 year course.
- Course covers Basic Foundation to Caring, the Developing Child, Working with Babies, Equal Opportunities and Special Needs, and introduces the Role of Play, Curriculum and Early Learning, Social and Legal Framework, Working with Parents, Exploring the Role of the Nursery Nurse in Employment and Health and Community Care.
- A substantial work placement forms part of the course.
- There is also the option to study GCSE Mathematics and/or English.
- Applicants require a minimum of 3 GCSEs at grade A-C, one in an academic subject eg English or Mathematics.
- Students can progress to higher education, further training, or go into employment.

Health & Social Care **A**

Vocational A Level

- 1 year single award, 2 year full award.
- Course covers Equal Opportunities and Clients' Rights, Communicating in Health & Social Care, Physical Aspects of Health, Factors Affecting Growth and Development, Health, Social Care and Early Years Services, Research Perspectives, Social Policy, Educating for Health and Social Wellbeing, Physiological Disorders, Promoting Independence and Autonomy and Influences on Health and Disease.
- Applicants require a minimum of 4 GCSE grades A-C, including Mathematics, English and preferably a Science and intermediate qualification.
- There is also the opportunity to study AS Levels.
- Students can progress to study a Degree programme or go into employment.



Name: Sarah Leggett
Age: 19
Previous School: King Richard School
Course Studied: BTEC National Diploma in Early Years

I chose Highbury because it was very friendly, the course sounded just what I wanted and some of my friends were attending the College. The course itself was set out very well and the lecturers made it enjoyable. As part of the course you undertake a work placement one day a week for one term and I attended a local primary and nursery school. I am now working at the College Nursery as a Nursery Assistant gaining the relevant experience I require for working with children before going onto University to become a Primary School Teacher.

Hospitality, Restaurant and Catering

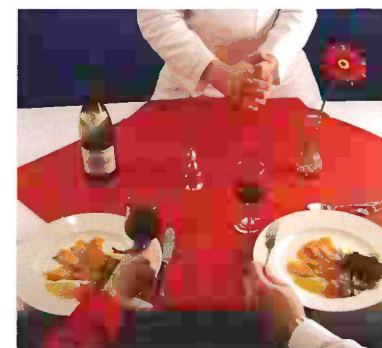
Career Options: • Hotel Receptionist • Hotel Management • Chef • Confectioner • Licensee • Waiter/Waitress • Restaurant Manager



OCN Hospitality & Healthy Living **E**

Vocational Multi-Skills Course

- 1 year practical course for students who have moderate learning difficulties and/or disabilities or who are unlikely to achieve GCSE grade G.
- Course covers Cookery, Housekeeping, Customer Care, Guest Service, Health & Hygiene, Recreational Activities, Personal & Social Education and Basic Communication & Numeracy Skills.
- Students may progress onto a foundation level qualification, New Avenues, Cookery Skills Course.



Cruise Operations Supervision **A**

NVQ Level 3

This course focuses on the supervision of hotel and catering service on cruise liners, trains and planes.

Professional Catering Studies **E**

NVQ level 1

- 1 year course.
- Course covers all aspects of NVQ1 Food Preparation & Cooking, NVQ1 Food & Drink Service, RIPHH Food Hygiene Certificate, Basic Health & Safety, First Aid at Work plus Key Skills.
- Applicants require no formal qualifications.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress onto a NVQ Level 2 in Higher Professional Catering Studies or go into employment.

Higher Professional Catering Studies **1**

NVQ Level 2

- 1 year course.
- Course covers NVQ2 Food Preparation and Cooking and NVQ2 Food Service plus Key Skills.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress onto NVQ Level 3 in Advanced Restaurant Operations, Advanced Pastry or Advanced Kitchen and Larder Operations or go into employment.

Advanced Catering Diploma **A**

NVQ Level 3

- 1 year course.
- Course covers Advanced Culinary Skills Development in your chosen option. These include NVQ3 in Advanced Pastry, NVQ3 Advanced Kitchen Larder or NVQ3 Advanced Restaurant Operations plus Key Skills.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to a higher level qualification, further training or go into employment.

Hospitality, Restaurant and Catering continued

Hospitality & Catering Studies **A**

Vocational A Level

- 1 year single award, 2 year full award.
- Course covers Investigating the Hospitality & Catering Industry, Human Resources, Customer Care, Food & Drinks Service, Food Production, Purchasing, Costing & Finance, Accommodation & Front Office Operations and Key Skills.
- Students can also work towards NVQs in Food Service and Food Production. The Wine & Spirit Education Trust – Basic Certificate, the RIPHH – Food Handlers' Certificate and Key Skills.
- Applicants require 4 GCSE grades A-C, an intermediate level qualification or relevant experience.
- There is also an opportunity to study AS Levels.
- Course includes work placement.
- Students can progress to a HND or Degree Management programme or into employment.

Hospitality Management **H** BTEC HND

- 2 years full time.
- Course covers Food & Beverage Operations & Management, Customer Care & Front Office Operations, Human Resource Management, Physical Resource Operations, the External Business Environment, Accounting & Financial Management, Practice & Principles of Management, Management Information Systems, Marketing and Nutrition & Diet. There is also a choice of options in Licensed Trade, Food Hygiene, the Environment and Gastronomy. The course includes a period of 22 weeks supervised work experience between Year 1 and 2.
- Applicants are required to have studied 2 A Levels and passed at least 1 or to have obtained Edexcel Vocational A Level or BTEC National Certificate/Diploma in Hotel, Catering Operations or equivalent, or have relevant industrial experience.
- Additional national qualifications are also available as part of the programme including RIPHH Food Handlers' Certificate and Diploma, Wine & Spirit Education Trust – Basic and Higher Certificates, Welcome Host & Welcome Manager, Languages, CSLA First Aid and the British Institute of Innkeepers Qualifying Exam.
- Students can progress to study for a Degree or into employment.

Hospitality Management **H**

Hospitality Management Post Graduate Diploma

(Run in conjunction with the University of Portsmouth)

- 1 year course.
- The course helps graduates of any discipline to prepare for a career in Hotel & Catering Management.
- Course covers Food & Beverage Systems & Management, Human Resource Management, Business Policy and Hospitality Marketing.
- Applicants require a First Degree in any subject except Hotel & Catering Management.
- Students can progress to take up a wide variety of managerial posts within the hospitality industry.



Name: Lacey Baulf
Age: 18
Previous school: City of Portsmouth Girls
Currently studying: Professional Catering Diploma NVQ Level 3

Highbury has an excellent reputation for its facilities and catering courses in the area so my choice of college was easy. I didn't want a course where I was sat at a desk in a classroom environment all the time I wanted to do some hands on cooking, so this course was ideal for me. I started on the Foundation course, in my first year, progressed onto the Intermediate course and am now in my final year of the Advanced course. At the end of this year I want to take a HND in Hospitality Management so that one day I can manage a large hotel.

Career Options: • Leisure Industry • Events Organiser • Tourist Information • Travel Agent
• Aircraft Cabin Crew • Overseas Representative • Tour Operations • Cruise Ship

Leisure & Tourism



Leisure & Tourism **F**

GNVQ Foundation

- 1 year course.
- Course covers providing Service to Customers, providing Visitor Information Materials, Investigating Working in the Leisure and Tourism Industries and Key Skills.
- There is also the option to study GCSE Mathematics and/or English.
- Applicants require 4 GCSE grades E-F, or an entry level qualification.
- Students can progress to an intermediate level qualification or go into employment.

Leisure & Tourism **I**

GNVQ Intermediate

- 1 year course.
- Course covers Investigating the Leisure & Tourism Industries, Contributing to the Running of an Event, Marketing & Promoting Leisure & Tourism Products, Customer Service in Leisure & Tourism and Key Skills.
- Students may take additional qualifications such as: Overseas Representative Award, First Aid and a Foreign Language.
- This programme may include work experience.
- Applicants require a minimum of 4 GCSE grades D-E, including Mathematics and English, a foundation level qualification or relevant experience.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an advanced level qualification or go into employment.

Travel & Tourism **A**

Vocational A Level

- 1 year single award, 2 year full award.
- Course covers, Customer Service, Marketing, Travel & Tourism in Action, Investigating Travel & Tourism, World Wide Travel Destinations, Tourism Development, UK Travel, Human Resources in Travel and Tourism, and Responding to other Cultures. Optional units will focus on aspects such as Tour Operations, Retail Travel Agencies, Business Travel, and Incoming and Domestic Tourism and Key Skills.
- Students will be encouraged to undertake additional industry recognised qualifications including: (VQ), Air Cabin Crew, Overseas Resort Representative Award, Galileo (Computer Reservation System), Welcome Host (Southern Tourist Board), ABTAC and an air ticketing qualification.
- There will be an opportunity for students to participate on an overseas educational visit in years 1 and 2 of the course.
- Applicants require a minimum of 4 GCSE grades A-C, an intermediate level qualification or relevant experience.
- There is also an opportunity to study AS Levels.
- Students can progress to study a HND (Travel and Tourism Management, available at Highbury), or Degree programme, or take up a position in the travel and tourism industry.

F = Entry **F** = Foundation **I** = Intermediate **A** = Advanced **H** = Higher

Leisure & Tourism continued

Travel & Tourism Management ^①

BTEC HND

- 2 year course, including paid work experience at home or abroad.
- Course covers Travel & Tourism Environment, Law for the Travel & Tourism Industry, Managing Finance, Operations Management, Marketing, Planning, Business Travel Operations, Retail Travel Operations, Tour Operations Management, International Tourism Development, Application of IT, and Industrial Experience.
- Students may also have the opportunity to study additional courses including Galileo (Computer Reservation System), ABTAC, (VQ), Air Cabin Crew and Overseas Resort Representatives.
- Applicants are required to have studied a minimum of 2 A Levels and passed at least one or hold a BTEC National Diploma or Vocational A Level. Alternatively, relevant work experience and/or other qualifications will be considered.
- Students can progress to take up junior or trainee manager posts within the industry or continue their education by joining the second year of an appropriate Degree programme.



Name: Sarah Mitchell
Age: 22
Previous School: Park Community
Currently studying: AVCE Travel & Tourism (Vocational A Level)

I left school at 16 and started working in a factory and then later went on to working behind a bar. I wanted to improve myself, so decided to go back to college. Highbury has a good reputation and a good name so I chose to attend a travel & tourism course. The lecturers are great at motivating us and they make the course work enjoyable. I have completed additional qualifications such as ABTAC, First Aid and Overseas Representative since I joined a year ago. When I leave I want to go into business travel.



Career Options: • Newspaper Reporter • Television Production • Magazine Writer
• Advertising • Radio Journalist • Public Relations • Web Journalism • Marketing

Media & Performing Arts



Media and Performing Arts ^⑥

- 1 year course.
- Course covers Performance Skills, Photography, Video Skills and use of IT.
- Applicants require 4 GCSE grades E-F or an entry level qualification.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an intermediate level qualification in Media or Performing Arts.

Performing Arts ^①

Edexcel GNVQ

- 1 year course.
- Covers opportunities in Performing Arts, Skills Development, Performing Work, Creating Work for Performance, Acting Skills and Performing Arts in context.
- Applicants require 4 GCSE grades D-E (including English at grade D), or a relevant foundation qualification.
- There is also the option to study GCSE Mathematics and/or English.
- Successful students can progress to an advanced level qualification.

Communications and Production ^①

GNVQ Intermediate

- 1 year course.
- Course covers general Media Theory, Producing Media Products (Radio, TV, Photography), Advertising and Specialist Skills in Photography and/or Video and/or Radio.
- Students also study for a GCSE in Media Studies.
- There is also the option to study GCSE Mathematics and/or English.
- Applicants require 4 GCSE grades D-E, foundation level qualification or relevant experience.
- Students can progress to an advanced level qualification or progress into employment.

Multimedia ^①

National Diploma

- 2 year course.
- Course covers a range of general Art and Design elements (Drawing Development, Visual Communication, Exploration, Application and Realisation), Programming, Multimedia Technology, Website Design, Audio Visual Production, Interface Design and Animation.
- There is also an opportunity to study AS Levels.
- Applicants require 4 GCSE grades A-C (including an art based subject) or an Intermediate GNVQ/First Diploma in Art and Design, Computing or Media, or relevant experience.
- Students can progress to careers in the area of multimedia, enter higher education or study specialist vocational courses.

Media & Performing Arts continued

Media Production (Moving Image) ^A

National Diploma

- 2 year course.
- Year 1 is a common year of study with the Publishing pathway.
- Year 2 allows specialisation in television and video related modules.
- Course covers Media Analysis, Skills Development in TV, Radio, Photography and Journalism, Film Studies, Marketing and Public Relations, Digital Imaging, Video Editing, TV Studio Production, TV Drama, Documentary Production, Advertising and Digital Communication.
- There is also an opportunity to study AS Levels.
- Applicants require 4 GCSEs at grade C or above (including English), an intermediate level qualification or relevant experience.
- Students can progress to careers in the area of media, enter higher education or study specialist vocational courses.

Media Production (Publishing) ^A

National Diploma

- 2 year course.
- Year 1 is a common year of study with the Moving Image pathway.
- Year 2 allows specialisation in print journalism and publishing related modules.
- Course covers Media analysis, Skills Development in TV, Radio, Photography and Journalism, Film Studies, Marketing and Public Relations, Digital Imaging, Producing Print Media, Writing and Editing Copy, Page Layout and Design, Photography, Advertising and Digital Communication.
- There is also an opportunity to study AS Levels.
- Applicants require 4 GCSEs at grade C or above (including English), an intermediate level qualification or relevant experience.
- Students can progress to careers in the area of media, enter higher education or study specialist vocational courses.

Media (Journalism) ^H

BTEC HND

- 2 year course.
- Course covers Magazine & Newspaper Journalism, Documentary Making, Contemporary Media Studies, Radio & TV Journalism, New Media Publishing, Media Law & Current Affairs, Management in the Media and Public Relations.
- Applicants require 120 points at A Level or BTEC National Diploma (4 Merits in year 2) or Access Certificate (60%). Students should also have GCSE English grade C or above. Other qualifications and/or relevant industrial experience may be considered.
- Students can progress to employment, further professional journalism courses, or top-up their qualification to a degree.

Broadcast Journalism (BJTC) ^H

Post Graduate Diploma

- 20 week, fast-track course, accredited by the BJTC, offering a nationally recognised vocational qualification in broadcast journalism.
- Course covers Theory of Journalism, News Gathering, Radio & TV Reporting, Editing, Bulletin Production, Feature Production, Writing for Radio, Journalistic Ethics, Media Law and Public Affairs.
- Applicants normally require a Degree from a UK University. Non-graduates with relevant experience are welcome to apply.
- Students can progress to specialise, at least in the early stages of their career, in hard news reporting and production on radio or in a bi-media newsroom.



Magazine Journalism (PTC) ^H

Pre-entry 20 Week Fast Track

- 20 week, fast-track programme accredited by the PTC (September - April).
- Course covers Practical Journalism, Production Skills, & Sub-Editing, DTP, Media Law and Public Affairs.
- Applicants will normally be graduates with some work experience on a newspaper or magazine. Non-graduates require a minimum of 2 A Levels and 2 GCSE grades C or above of which one must be English Language. Mature students with relevant industrial experience are welcome to apply.
- Successful students move into the industry.

Newspaper Journalism (NCTJ) ^H

(Pre-entry 20 week Fast Track)

- 20 week fast-track programme accredited by the NCTJ (September to February or February to July), offering a comprehensive introduction to the job of a newspaper reporter.
- Course covers Practical Journalism (Newspaper Production, Desktop Publishing, and District Coverage including Outside Assignments), Intensive Study & Practice of Media Law, Public Affairs and Shorthand.
- Applicants will normally be graduates with some work experience on a newspaper or magazine. Non-graduates require a minimum of 2 A Levels and 2 GCSE grades C or above of which one must be English Language. Mature students with relevant industrial experience are welcome to apply.
- Successful students move into the industry.



Name:	Melanie Youldon
Age:	18
Previous School:	Crookhorn Community School
Currently studying:	BTEC National Diploma in Media Production

Highbury has great facilities and an international reputation for media studies courses. The College also has the highest rate of students gaining jobs in the media business after completing their course in the area. The course is really enjoyable with lots of practical work such as filming, editing and TV production. Highbury has a great atmosphere about it and the lecturers are very understanding and supportive. When I complete my course I would like to become a journalist on a national newspaper.

Motor Vehicle



An Initial Course in Motor Vehicle ③

City & Guilds 3992

Course covers the first six weeks of your study and is designed to give you a basic understanding of Motor Vehicles.

- It leads to a nationally recognised City & Guilds qualification.
- Applicants require no formal qualifications.
- You will be interviewed at the end of this program to discuss progression onto one of the following main programmes.

Motor Vehicle Studies ③

Awarding Body Consortium
Foundation Certificate/Diploma

- 1 year qualification.
- Course covers 6 or 12 units depending on level of study including Health & Safety, Vehicle Power Units, Cooling Systems, Steering, Braking and Suspension.
- Applicants require no formal qualifications but should have completed the Initial Course and interview.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an intermediate level qualification or go into employment.

Motor Vehicle Studies ①

Institute of the Motor Industry
Pre-Apprenticeship in Motor Vehicle Technology (Level 1)

- 1 year qualification.
- Course covers the underpinning knowledge of an NVQ Level 1 including Vehicle Construction and Routine Maintenance, How Engines Operate, Basic Electrical and Electronic Systems.
- Applicants require no formal qualifications but should have completed the Initial Course and interview.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an intermediate level qualification or go into employment.

Motor Vehicle Studies ①

Institute of the Motor Industry
Technical Certificate in Vehicle Maintenance and Repair

- 2 year course.
- Course covers the underpinning knowledge of an NVQ Level 2 including Mechanical Repairs and Diagnostics, Communication Skills, Dealing with Customers.
- Applicants require 3 GCSE's at grades D-E, a foundation qualification, relevant work experience or should have completed the Initial Course and interview.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an advanced level qualification or go into employment.

Motor Vehicle Studies ①

Institute of the Motor Industry
Technical Certificate in Vehicle Body Fitting and Repair

- 2 year qualification.
- Course covers the underpinning knowledge of an NVQ Level 2 including Light Vehicle Body Repair, Panel Replacement, Communication Skills and Dealing with Customers.
- Applicants require 3 GCSE's at grades D-E, a foundation qualification, relevant work experience or should have completed the Initial Course and interview.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an advanced level qualification or go into employment.

Motor Vehicle Studies ①

EdExcel BTEC
First Diploma in Motor Vehicle Studies

- 1 year qualification.
- Course covers units such as Vehicle and Engine Systems, Fault Diagnosis, Electrical and Electronic Principles.
- Applicants require 4 GCSE's at grades D-E, a foundation qualification, relevant work experience or should have completed the Initial Course and interview.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an advanced level qualification or go into employment.

Motor Vehicle Studies ①

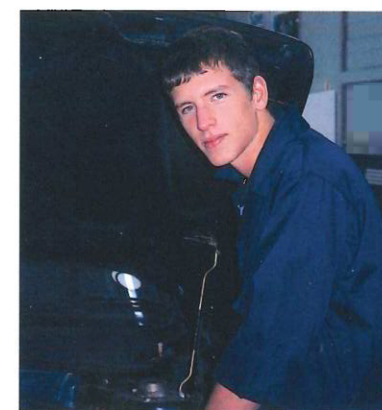
Institute of the Motor Industry
Technical Diploma in Vehicle Maintenance and Repair

- 1 year qualification.
- Course covers the underpinning knowledge of an NVQ Level 3 and builds on those already covered in the Technical Certificate with more emphasis on higher level operations and diagnosis.
- Applicants require 4 GCSE's at grades A-C, an intermediate qualification or relevant work experience.
- Students can progress to a higher level qualification or go into employment.

Motor Vehicle Studies ①

Institute of Motor Industry
Technical Diploma in Vehicle Body Fitting and Repair

- 1 year qualification.
- Course covers the underpinning knowledge of an NVQ Level 3 and builds on those already covered in the Technical Certificate with more emphasis on higher level operations and diagnosis.
- Applicants require 4 GCSE's at grades A-C, an intermediate qualification or relevant work experience.
- Students can progress to an advanced level qualification or go into employment.



Name:	Daniel Tyman
Age:	18
Previous School:	Portchester Community School
Currently studying:	Motor Vehicle Studies

I was very impressed with the large workshops and facilities within Highbury's Motor Vehicle Department so chose to enrol on the Motor Vehicle Studies NVQ Level 1 and have since started the NVQ Level 2. The course entails lots of practical work and gives us the opportunity, under supervision, to work on customers cars. In the Centre of Excellence we are given the opportunity to assess system faults and rectify them on the computers and also gather research information from the internet. When I leave I hope to work as a mechanic in an independent garage.

Motor Vehicle continued

Motor Vehicle Studies **A**

Institute of Motor Industry
Technical Diploma in Vehicle Paint Operations

- 1 year qualification.
- Course covers the underpinning knowledge of an NVQ Level 3 and builds on those already covered in the Technical Certificate with more emphasis on higher level operations and diagnosis.
- Applicants require 4 GCSE's at grades A-C, an intermediate qualification or relevant work experience.
- Students can progress to a higher level qualification or go into employment.

Fabrication and Welding **F**

City & Guilds
Progression Award

- 1 year qualification.
- Course covers basic Fabrication and Welding Techniques.
- Applicants require no formal qualifications but should have completed the Initial Course and interview.
- Students can progress to an intermediate level qualification or go into employment.

Fabrication and Welding **I**

City & Guilds
Progression Award Welding

- 1 year qualification.
- Course covers more advanced Welding Techniques.
- Applicants require 3 GCSE's at grades D-E, a foundation qualification, relevant work experience or should have completed the Initial Course and interview.
- Students can progress to higher level qualification or go into employment.

Fabrication and Welding **I**

City & Guilds
Progression Award Fabrication

- 1 year qualification.
- Course covers more advanced Fabrication Techniques.
- Applicants require 3 GCSE's at grades D-E, a foundation qualification, relevant work experience or should have completed the Initial Course and interview.
- Students can progress to a higher level qualification or go into employment.



Name: Michael Horsey
Age: 18
Previous school: Priory
Currently studying: NVQ2 in Motor Vehicle Studies

I attended Highbury on a Project Warrior Scheme and gained a Foundation Certificate in Motor Vehicle Studies. I enjoyed the course so much because it was so hands on and the facilities were great that I progressed onto a full time Level 1 Motor Vehicle Technicians qualification. I then got a job as an apprentice mechanic and transferred onto a part time NVQ Level 2 Motor Vehicle Studies. I would eventually like to work in a specialist garage such as BMW or Mercedes.



Career Options: • Fire and Rescue Service • Armed Forces • Police Services
• HM Customs and Excise • Prison Service • Paramedical Profession

Public Services



Name: Ami Spiteri
Age: 17
Previous School: Brune Park
Currently Studying: Public Services National

The course is varied and interesting, with lots of trips and visits included within the programme. We undertake lots of sport, which promotes fitness and teamwork, so making friends is easy and the staff are very professional. When I leave Highbury I want to join the Navy to become an Operator Mechanic in Mine Warfare.

Training for the Uniformed and Emergency Services **I**

BTEC First Diploma

- 1 year course.
- Course covers Public Service Work, Public Service Fitness, Map Reading & Land Navigation, Outdoor Activities and Key Skills.
- Students may take additional qualifications in First Aid, IT, Health & Safety, Life Saving and Sports Leadership.
- Applicants require a minimum of 4 GCSEs at grade D including English and Mathematics, a foundation level qualification or relevant experience.
- There is also the option to study GCSE Mathematics and/or English.
- This course is designed as preparation for a career in the Armed Forces and other Public Service Organisations.
- Students can progress to an advanced level qualification or go into employment.

Training for the Uniformed and Emergency Services **A**

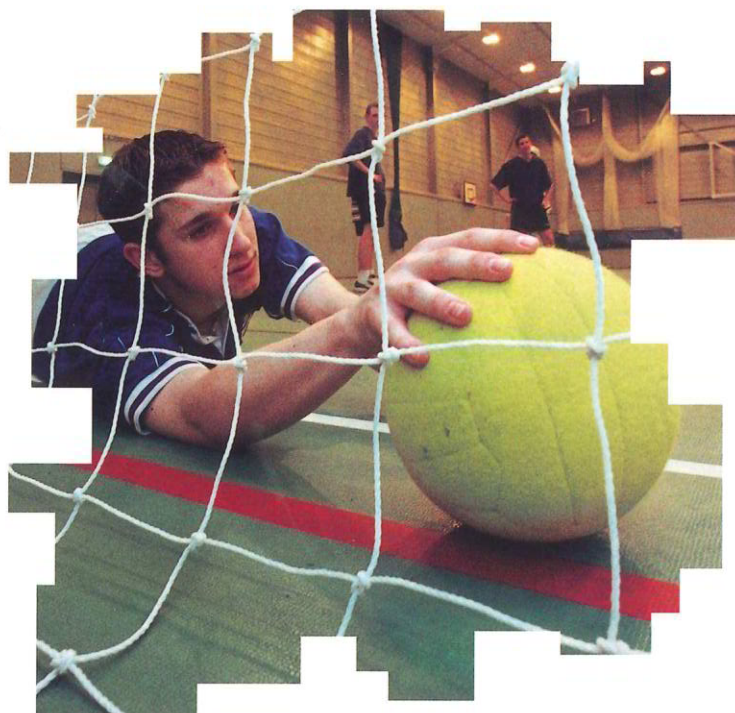
BTEC National Diploma

- 2 year course.
- Course covers Working in Public Services, Human Behaviour, Law & Criminology, Dealing with Disasters & Emergencies and Teamwork in Sport.
- Students may take additional qualifications in First Aid, IT, Health and Safety, Life Saving and Sports Leadership.
- Applicants require a minimum of 4 GCSE grades A-C including English and Mathematics, an intermediate level qualification or relevant experience.
- There is also the opportunity to study AS Levels.
- This course is designed as preparation for a career in the Armed Forces and Emergency Services.
- Students can progress to a higher level qualification or go into employment.



E = Entry **F** = Foundation **I** = Intermediate **A** = Advanced **H** = Higher

Sports Studies



Sports Studies F OCN Step into Sports

- 1 year course.
- Course covers Soccer, Hockey, Badminton, Basketball, Volleyball, Weight Training, Outdoor Pursuits, Sports Leadership, Tennis and Recreational Athletics. The course also incorporates First Aid and Anatomy & Physiology.
- Applicants require 4 GCSE grades E-F or an entry level qualification.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to study an intermediate level qualification or gain employment in health and fitness or leisure centres.

Sports Studies I BTEC First Diploma

- 1 year course.
- Course covers Practical Sports, Science for Sport, Anatomy & Physiology, Sports Industry, Sports Psychology, Data Investigation, Work Experience and Key Skills.

- Applicants require 4 GCSE grades D-E, a foundation level qualification or relevant experience.
- There is also the option to study GCSE Mathematics and/or English.
- Students can progress to an advanced level qualification or go into employment.



Sport & Exercise Sciences A BTEC National Diploma

- 1 or 2 year course.
- Course covers Biology, Principles of Sport, Psychology, Organisation Practices & Procedures, Fitness Development & Appraisal, IT & Computers, Anatomy & Physiology, Skill Acquisition, Bio-mechanics, Injury Prevention, Physical Sciences, Scientific Method, Exercise Physiology, Nutrition for Sport & Exercise, Technology Developments in Sport, The Working Environment and Key Skills.
- Students normally take a range of coaching awards alongside this course.
- There is also an opportunity to study AS Levels.
- Applicants require a minimum of 4 GCSE grades A-C, an intermediate level qualification or relevant experience.
- Students can progress to a higher level qualification, a sports related Degree course or go into employment.

N.B. Other science related courses can be found in the Health & Social Care section.

Name:	Ashley Cole
Age:	18
Previous School:	Springfield
Currently Studying:	Sports Studies National Diploma

I came to Highbury because it has an excellent reputation for its Sports Studies courses and facilities. It's a very friendly place with staff who take an interest in you and are always available to help. After college I intend to go onto University to take a teaching degree in Sport.

Courses for students with additional support needs

ENTRY LEVEL COURSES

The aim at Highbury College is that students with learning difficulties and/or disabilities should be fully integrated wherever possible. For those who are not ready for integration, the College also offers a range of discrete pre-foundation courses. All students share the same facilities, as social integration is considered to be of the utmost importance in promoting integration and inclusion. Support from specialist staff is available.

New Avenues

ASDAN Transition Challenge

- 2 year course, offering those with severe learning difficulties and/or disabilities the benefit of an extended education at Highbury.
- The aim of the course is to develop students' independent living skills through practical experiences.
- Course covers Development of Communication and Number Skills, Travel, Cooking and Health Care Skills, Sport, Drama, Art and Speech and Language Therapy are also included.
- Students have the opportunity to attend a residential experience for 1 week to reinforce and put into practice, independent living skills.
- Students may progress onto the Life Skills course or take up Social Services day care opportunities or other specialist provision or mix and match part time programmes.

Life Skills

ASDAN Towards Independence

- 2 year course, for those with severe learning difficulties and/or disabilities.
- This programme, builds on the skills developed in the New Avenues programme and helps students become more effective within their own environment.
- Course covers Self Advocacy, Personal Presentation, Cooking and Hygiene, Safety in the Home, Travel, Personal Safety, Careers, Citizenship, Shopping, Household Skills and Working with Others.
- Students may progress onto other entry level courses, specialist provision in the voluntary sector or social services. Some students may progress onto supported employment.

Bridging the Gap

ASDAN Work Right

- 1 year course designed for students who have learning difficulties and/or disabilities or who are unlikely to achieve grade G at GCSE.
- This course offers a wide basic curriculum with a practical emphasis, together with work experience placements if appropriate.
- Course covers Basic Literacy, Numeracy & Computer Skills with vocational subjects in Animal Care, Health Education, Creative Skills, Personal Development, Careers Education and Cookery.
- Work experience and a residential week are also included in this course.
- Students may progress onto New Options or foundation level courses in Catering, Construction, Motor Vehicle, Hairdressing, Computer Studies and Health & Social Care, or go into employment.

New Options & Stepping Stones 1 & 2

ASDAN Life Skills

Stepping Stones 2 -

ASDAN Towards Independence

- 1 or 3 year entry level course which is designed for students for whom the national framework of GCSEs, GNVQs, NVQs and Foundation Key Skills is not appropriate. This includes, students with learning difficulties and/or disabilities who are unlikely to achieve grade G at GCSE and students who have the potential to achieve but have not done so.
- Course covers Basic Literacy, Numeracy, Computer Skills and a choice of vocational leisure areas in Hospitality & Catering, Home Management, Skills for Working Life, Sports, Art & Craft, Money Skills and much more.
- The course provides students with a gradual route to progression. Knowledge and learning are broken down into small achievable steps, to increase students' motivation and self confidence and to give them opportunities to gain recognition for their skills and abilities.
- The course provides access routes to GCSE, Foundation GNVQ and Level 1 NVQ, together with progression towards personal goals in education, training and employment.

Further opportunities @ Highbury

Prince's Trust Volunteers

If you are still unsure about what you want to do and want to improve your skills, why not consider the Prince's Trust Volunteers?



- 12 week programme
- Improve your life skills
- Team building
- Community project
- Residential
- Qualifications
- Brilliant experience
- New Friends
- FUN!

Case study: Simon's story...

The Prince's Trust Volunteer Programme appealed to me because I was looking for a way to increase my confidence and motivation in a different way. I enjoyed every day of the programme, it was fun, varied and at times quite challenging. I chose to do my work experience with Crookhorn Golf Course, assisting the greenkeeper maintaining the outdoor facilities around the course. I really enjoyed the experience and it helped me decide what I wanted to do after the Prince's Trust Volunteer Programme. I'm now doing a year training course with GreenFingers at Shaw Trust learning all aspects of Horticulture. My future goal is to start up my own business. I'd recommend the Prince's Trust Volunteer programme to anyone aged 16-25 who wants to improve his or her opportunities. It's great fun and could change your life.

Work Based Training

Work-based training programmes enable you to gain a qualification for the practical skills and experience you gain at work.

The length of time spent training will depend on how quickly the skills are learnt and the qualification gained. Training typically lasts between 12 months and 3 years.

Highbury offers an extensive range of training, for more information contact Workforce & Business Development via 023 9231 3373

Foundation Modern Apprenticeships/Advanced Modern Apprenticeships

Both Foundation and Advanced Modern Apprenticeships are an opportunity to be employed from day one and work towards NVQs. The Modern Apprenticeship Scheme offers training from NVQ Level 2 to NVQ Level 3. This route will provide the opportunity to gain industry recognised qualifications through college attendance and work based training. These programmes also include Key Skills and include technical certificates.

- Money is available to cover course fees.
- We can help find an employer.
- Study can be day release, flexible, block release or industry based.
- Trainees can benefit from industry standard equipment and workshops.
- We have excellent links with local and national industry.



The following list details the areas in which we currently have Modern Apprentices:

- Accountancy
- Bench Joinery
- Bricklaying
- Business Administration
- Carpentry & Joinery
- Catering & Hospitality
- Electrical Installation
- Engineering Electronics
- Engineering Maintenance
- Engineering Manufacture
- Engineering Technical Services
- Fabrication & Welding
- Floristry
- Gas Installation
- Hairdressing
- Handcrafted Furniture
- Motor Vehicle
- Painting & Decorating
- Plastering
- Plumbing
- Reception
- Upholstery
- Woodmachining

For further information please call us on 023 9231 3373

Adult Education

If you are returning to education you may feel a little bit daunted by the prospect. You are not alone! At Highbury we have a large number of mature students who have decided to come back to studying for different reasons. Whether it's improving skills, taking a change in career, aiming to get to University or gaining a professional or post-graduate qualification, we have something to offer you. If University is your aim Access courses may be the best option for you (see below). The College also gives you the

chance to meet new people, share ideas and build on existing skills.

Access Courses

- Specifically designed for students aged 21 or over, who do not currently possess the qualifications for entry to University or onto Higher Education courses.
- Courses vary in terms of the numbers of hours per week a student is required to study at College.

- Courses start in September and February of each year.
- There is a huge range of individual subjects to choose from.
- Study over 1 or 2 years.
- Students can study for other qualifications including GCSE Mathematics and/or English.
- Once successfully completed students can progress onto a Degree course.

Course Name	Time	Duration	Start
A range of subjects are offered, allowing you fast-track progress onto degrees and careers in the following areas:	9.30am-2.45pm 6.00pm-9.00pm Evening courses are also available by arrangement	1, 2 or 3 years, day and/or evenings available	September and January
• Accounting, Economics and Law • Advertising and Marketing • Architecture, Graphic Design, Industrial Design and Interior Design • Biology, Chemistry and Physics • Broadcast Journalism, Journalism and Media Production • Business Information Systems, Computer Programming & Software Engineering • Civil Engineering, Mechanical Engineering and Electronic Engineering • Dietetics, Exercise Science, Nursing, Occupational Therapy, Pharmacy, Physiotherapy, Radiography and Sports • English, Geography, History and Mathematics • Environmental Studies • Hospitality, Leisure and Recreational Management • Politics, Psychology, Sociology, Social Policy and Health Studies			
There are also opportunities to study GCSE English and Mathematics as well as short courses in Information Technology			
'Learning to Learn'	9.30am-2.30pm or 7.00pm-9.00pm	One day a week for 15 weeks or One evening a week for 30 weeks	Start dates will vary
This new course allows you to experience a wide range of subjects including Sociology, Psychology, Health Studies, Historical Studies & Literary Studies, Art & Design, Media Studies, Environmental & Biological Studies and English & Mathematical Studies			

Adult Education continued

Foundation Degrees

Foundation Degrees are new employment related, higher education qualifications, designed to provide students with the specialist technical knowledge and higher level skills that employers require. The flexibility of this new qualification opens up opportunities for those students already in the work place who thought higher education wasn't for them, but who have a desire to succeed. Foundation Degrees are offered both full and part time. On completion of a Foundation Degree there is a progression route to a full honours degree with just a further 15 months study, on either a full or part time basis.

Entry Requirements:

There are no nationally set entry requirements for foundation degrees.

However, you may have one of the following:

- the ability to benefit from study at this level
- an Advanced Modern Apprenticeship with Level 3 qualifications
- A Levels or Vocational A Levels
- GNVQs/NVQs or other Level 3 Vocational qualifications

Highbury currently offer a Foundation Degree in Health Care in collaboration with University of Southampton and a Foundation Degree in Facilities Management in collaboration with University of Westminster. For further details on these courses please contact 023 9231 3373.

Distance Learning

Highbury has recently set up a Distance Learning Unit, which offers you an alternative to classroom based study and provides you with the opportunity to learn from the comfort of your home or work. Distance Learning is unique in that you can actually gain a qualification, this is usually achieved through successful completion of a workbook and a short test. With the support of a specialist tutor, available via email, phone and in some subjects a one-to-one visit, you can work at a location and pace that suits you.

Courses on offer include:

- Certificate in Health & Safety in the Workplace
- NOCN Working with Older People
- BTEC Intermediate Diploma in Care
- First Certificate in Food Safety
- NOCN Infection Control
- NOCN Safer Moving & Handling
- NVQ 2, 3 & 4 Care
- NVQ 2 & 3 Early Years & Education
- NVQ 2 & 3 Playwork
- Diploma in Pre-School Practice

For more information please call 023 9231 3373.

Highbury College and Portsmouth College working together...

Highbury College and Portsmouth College have joined forces to provide you with the best possible opportunities to help you succeed once you leave school.

The two colleges have been working together for several years to provide students with even more options! We make joint presentations in schools for year 10 and 11 students, and our careers staff are briefed to provide you with information on the full range of courses on offer at each college. Both colleges have excellent reputations, welcoming and friendly environments, first-class facilities, one-to-one student support, and plenty of sporting and recreational opportunities.

The colleges complement one another – Highbury offers a huge range of courses at all entry levels, which combine theoretical and practical skills. At Portsmouth College the emphasis is on academic studies, including A/AS Levels and a full programme of intermediate courses. Both colleges provide Vocational A Levels.

If you are not sure which route to take then why not make an appointment to see one of our careers advisors at either college for independent advice? All of the courses offered will help you to reach your goal, whether your aim is to follow the career of your dreams, go to University or improve your existing skills.

Portsmouth College offers qualifications in the following subjects:

- Creative Arts
- Business Education & Information Technology
- Computing
- English
- Health & Community Studies
- Humanities
- Foreign Language & Language Support
- Travel & Tourism
- Mathematics
- Media Studies and Performing Arts
- Physical Education, Sports and Fitness
- Science
- Social Science

To obtain your copy of the current Portsmouth College Prospectus please contact the College on:

Tel: 023 9266 7521

E-mail: registry@portsmouth-college.ac.uk

Or ring Phil Harris (School Liaison) direct on 023 9234 4372



Where we are

Highbury's Sites...

Highbury has a variety of sites across Portsmouth including:

Main Campus

Dovercourt Road
Cosham

023 9231 3131

Unicorn Centre

Unicorn Road
Portsmouth

023 9282 2571

The Compass Centre

49 Arundel Street
Portsmouth

023 9229 8983

The Apex Centre

Bishopstoke Road
Havant

023 9247 7338

The majority of our full time courses are offered at Highbury's Main Campus in Cosham. If you wish to find out further details of the location of your course, please call 023 9231 3773.

Open Evenings

Wednesday 13th November, 2002

5.30pm-8.30pm

@ Highbury's Main Campus in Cosham

Wednesday 12th February, 2003

5.30pm-8.30pm

@ Highbury's Main Campus in Cosham

Tuesday 20th May, 2003

5.30pm-8.30pm

@ Highbury's Main Campus in Cosham

How to find us

By Train

The nearest railway station to the Highbury main campus is Cosham. The nearest one to the Unicorn Centre and the Compass Centre is Portsmouth & Southsea in the centre of Portsmouth. Both stations are served by fast regular services.

By Bus

There are bus services operating in the vicinity of all Highbury College sites. Call for further details.

By Car

The M27 motorway runs alongside the main Campus providing links to Chichester to the East and Southampton and the New Forest to the West. A ten minute drive will get you to either the Compass Centre or the Unicorn Centre and a fifteen minute drive will get you to The Apex Centre.

Useful telephone numbers

All Course Enquiries

023 9231 3373

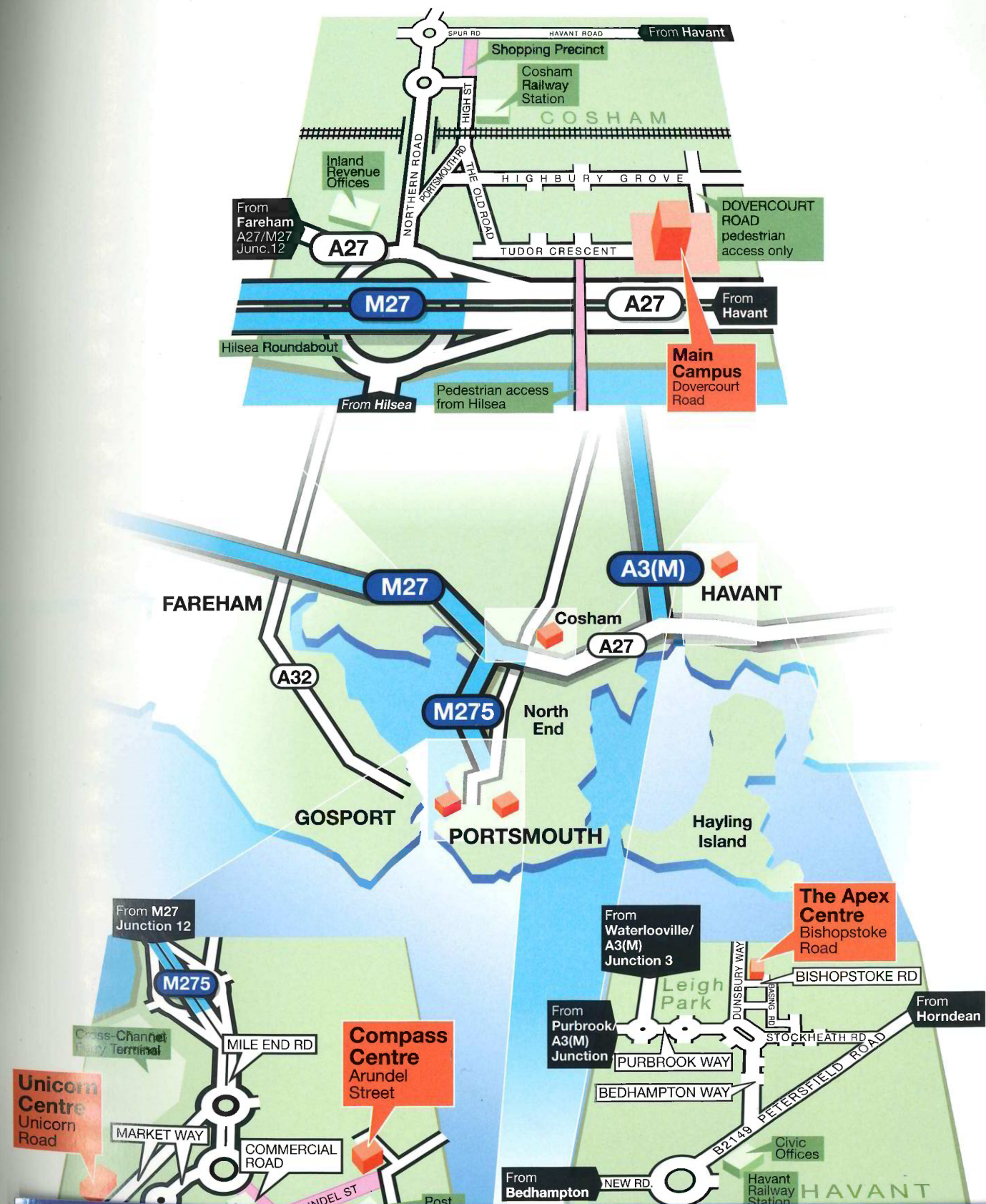
Main Switchboard

Cosham Site: 023 9238 3131

Unicorn Centre: 023 9282 2571

The Compass Centre: 023 9229 8983

The Apex Centre: 023 9247 7338

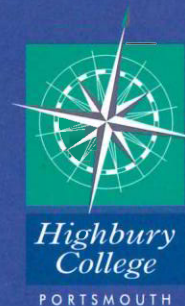


Computing & Information Technology, Art & Design, Media Studies, Journalism, Business Studies, Catering, Science, Travel & Tourism, Health, Motor Vehicle Studies, Electronic & Mechanical Engineering, Fabrication & Welding, Early Years Education & Childcare, Building Studies, Beauty Therapy, Sports, Plumbing, Plastering, Painting & Decorating, Performing Arts, Holistic Therapies, Gas Services, Furniture Studies, Carpentry & Joinery, Bricklaying, Animal Care, Skills for life, work based learning, work opportunities... achieve it at Highbury College





achieve it



*Highbury
College*

PORTSMOUTH

Highbury College

A guide to full time courses 2003/4



INVESTOR IN PEOPLE

Highbury College Dovercourt Road Cosham PO6 2SA

023 9231 3373

www.highbury.ac.uk

